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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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COMMISSIONER

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JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
January 7, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of January 7, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 7, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 17, 2012

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items covered from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0001-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-12/13	Children, Youth & Families	\$2,100,000	Vendor provides summer meals to citywide summer programs (June-August), for approximately 10 weeks each summer. (The exact length of the program schedule varies slightly, as it is based on the San Francisco Unified School District's summer vacation schedule.)	Regular	08/31/15
4056-12/13	Public Utilities Commission	\$100,000	The SFPUC intends to award an agreement for \$100,000 with a Micro-Local Business Enterprise (LBE) Structural Engineering firm on an as-needed basis to provide review of structural analysis and design, and/or assist in structural analysis and design of building projects.	Regular	12/31/17
4057-12/13	General Services Agency	\$1,500,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include: community outreach, employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	Regular	02/01/16
4058-12/13	Public Works	\$225,000	Consultant shall conduct three hundred and seventy-six street and sidewalk evaluations per year for a three year period. The evaluations will take place at ninety four random commercial locations and ninety four random residential locations bi-annually. The evaluations shall be based on the twenty-one quantifiable standards rated in five different street and sidewalk categories which were established by the joint efforts of the Controller's Office and the Department of Public Works as a result of Proposition C.	Regular	03/01/16
4039-06/07	Board of Supervisors	Current Approved Amount \$325,000 Increase Amount Requested \$0 New Total Amount Requested \$325,000	Acquisition, development and customization of legislative reporting software for the Board of Supervisors. The Legistar system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action. The Clerk of the Board staff use this software as part of their daily activities to create agendas, minutes, generate reports and staff committee and board meetings. The public facing side of the system allows interested parties to search for meetings and legislation on the BOS website. The system is currently in use by the department.	Modification	03/31/13

Civil Service Commission Meeting Agenda**Regular Meeting of January 7, 2013**

3087-09/10	Airport Commission	Current Approved Amount \$50,000 Increase Amount Requested \$30,000 New Total Amount Requested \$80,000	As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process. The Airport experienced highly than usual usage during the first two years of this contract, necessitating the increase.	Modification	06/30/15
2000-03/04	Public Health	Current Approved Amount \$127,000,000 Increase Amount Requested \$130,000,000 New Total Amount Requested \$257,000,000	Contractor and partner agencies will work together to provide housing services and direct access to housing services including management services for chronically homeless adults, and by HIV/AIDS in San Francisco. Contractor will be responsible management and/or support services at various multi-unit targeted neighborhoods. This PSC reflects grant funds for agencies and recent RFP terms. All services were approved solicitation process of an approved Sole Source.	Modification	06/30/21

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) Appeal by Larry Engstrom of the Human Resources Director's finding of insufficient evidence to sustain his charge of retaliation, EEO File #1614. (File No. 0077-12-6) – Action Item**

Recommendation: Postpone to the meeting of February 4, 2013 at the request of the Human Services Agency.

- (9) Appeal of Final Classification Action amending the job specifications for 9240 Airport Electrician, 9241 Airport Electrician Supervisor and 9242 Head Airport Electrician. (File No. 0473-12-2) – Action Item**

Recommendation: Postpone to the meeting of February 4, 2013 at the request of Peter Saltzman, attorney for the Appellant.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Secondary Criteria for H-32 Captain Selection Processes. (File No. 0002-13-5) – Action Item

Recommendation: Approve the proposed Secondary Criteria for H-32 Captain Selection Processes.

(11) Request by Gregory Gamarra to lift the ban on his future employment restrictions with the Department of Public Works. (File No. 0003-13-7) – Action Item

Recommendation: Accept the Department of Human Resources' recommendation. Approve the request by Gregory Gamarra to lift the ban on his future employment restrictions with the Department of Public Works.

(12) Appeal by Michelle Guiral of the Human Resources Director's determination of insufficient evidence to sustain her complaint of sexual harassment. (File No. 0437-12-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Michelle Guiral.

(13) Update on the Fiscal Years 2013-14 and 2014-15 Civil Service Commission Budget Request. (File No. 0485-12-1) – Action Item

December 17, 2012: Directed Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013.

Recommendation: Direct the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that there is sufficient funding for the Civil Service Commission to continue its Charter mandated functions; finalize the Fiscal Years 2013-15 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2013-15 Budget Request to the Controller and the Mayor by February 21, 2013.

(14) Request to Revise Civil Service Rule Series 020 – Leaves of Absence. (File No. 0004-13-5) – Action Item

Recommendation: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

- (15) **Proposed Revision to Civil Service Rule Series 010 – Examination Announcements and Applicants. (File No. 0005-13-5) – Action Item**

Recommendation: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

SEPARATIONS AGENDA

- (16) **Appeal of the Human Resources Director's determination on future employability with the City and County of San Francisco of a former peace officer of the City and County of San Francisco. (File No. 0209-12-7) – Action Item**

- a. **Public comment on all matters pertaining to this agenda item #16.**
- b. **Vote on whether to hold this agenda item #16 in Closed Session – Action Item**
- c. **Closed Session Pursuant to San Francisco Administrative Code Section 67.10 (b), California Government Code Section 54957(b)(1) and California Penal Code Section 832.7. Determination on future employability with the City and County of San Francisco of a former peace officer of the City and County of San Francisco. – Action Item**

Case # 0209-12-7, Appeal of the Human Resources Director's determination on future employability with the City and County of San Francisco. (File No. 0209-12-7) – Action Item

Recommendation: No future employment with the City and County of San Francisco.

- d. **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Item #16 in closed session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting January 7, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Kevin Hughes, IBEW Local 6 requested that the Executive Officer's Inspection Request findings on the complaint filed by IBEW Local 6 be heard along with Register #0473-12-2.

APPROVAL OF MINUTES

Regular Meeting of December 17, 2012

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

**0001-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-12/13	Children, Youth & Families	\$2,100,000	Vendor provides summer meals to citywide summer programs (June-August), for approximately 10 weeks each summer. (The exact length of the program schedule varies slightly, as it is based on the San Francisco Unified School District's summer vacation schedule.)	Regular	08/31/15
4056-12/13	Public Utilities Commission	\$100,000	The SFPUC intends to award an agreement for \$100,000 with a Micro-Local Business Enterprise (LBE) Structural Engineering firm on an as-needed basis to provide review of structural analysis and design, and/or assist in structural analysis and design of building projects.	Regular	12/31/17
4057-12/13	General Services Agency	\$1,500,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include: community outreach, employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	Regular	02/01/16
4058-12/13	Public Works	\$225,000	Consultant shall conduct three hundred and seventy-six street and sidewalk evaluations per year for a three year period. The evaluations will take place at ninety four random commercial locations and ninety four random residential locations bi-annually. The evaluations shall be based on the twenty-one quantifiable standards rated in five different street and sidewalk categories which were established by the joint efforts of the Controller's Office and the Department of Public Works as a result of Proposition C.	Regular	03/01/16
4039-06/07	Board of Supervisors	Current Approved Amount \$325,000 Increase Amount Requested \$0 New Total Amount Requested \$325,000	Acquisition, development and customization of legislative reporting software for the Board of Supervisors. The Legistar system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action. The Clerk of the Board staff use this software as part of their daily activities to create agendas, minutes, generate reports and staff committee and board meetings. The public facing side of the system allows interested parties to search for meetings and legislation on the BOS website. The system is currently in use by the department.	Modification	03/31/13
3087-09/10	Airport Commission	Current Approved Amount \$50,000 Increase Amount Requested \$30,000 New Total Amount Requested \$80,000	As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process. The Airport experienced highly than usual usage during the first two years of this contract, necessitating the increase.	Modification	06/30/15

Civil Service Commission Meeting Minutes

Regular Meeting of January 7, 2013

2000-03/04	Public Health	Current Approved Amount \$127,000,000 Increase Amount Requested \$130,000,000 New Total Amount Requested \$257,000,000	Contractor and partner agencies will work together to provide housing services and direct access to housing services including management services for chronically homeless adults, and by HIV/AIDS in San Francisco. Contractor will be responsible management and/or support services at various multi-unit targeted neighborhoods. This PSC reflects grant funds for agencies and recent RFP terms. All services were approved solicitation process of an approved Sole Source.	Modification	06/30/21
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Speakers: Ging Louie, IFPTE Local 21; Shaw San Liu, Chinese Progressive Association; and Donna Levitt, Office of Labor Standards Enforcement, spoke on PSC #4057-12/13.
Aaron Wu and Sandra Zuniga, Public Works Department and Kyle Burns, Office of the Controller spoke on PSC #4058-12/13.
Shari Zinn and Gus Feldman, SEIU Local 1021 and Jacquie Hale, Department of Public Health spoke on PSC #2000-03/04.

Action: (1) Adopted the report; Approved the requests for PSC #4057-12/13 on the condition that the General Services Agency submit a progress report on its staffing and vacancies to the Commission after six (6) months. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
(2) Adopted the report; Approved the requests for PSC #4058-12/13 as amended to clarify why the work cannot be done in-house and to clarify that City employees will still be used to perform some of the needed work. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
(3) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0077-12-6 Appeal by Larry Engstrom of the Human Resources Director's finding of insufficient evidence to sustain his charge of retaliation, EEO File #1614. (Item No. 8)

Speakers: None.

Action: Postponed at the request of the Human Services Agency.

0473-12-2 Appeal of Final Classification Action amending the job specifications for 9240 Airport Electrician, 9241 Airport Electrician Supervisor and 9242 Head Airport Electrician. (Item No. 9)

Speakers: None.

Action: Postponed to the meeting of February 4, 2013 at the request of Peter Saltzman, attorney for the Appellant. (Vote of 4 to 0)

0002-13-5 Secondary Criteria for H-32 Captain Selection Processes. (Item No. 10)

Speakers: Dave Johnson, Department of Human Resources

Action: Approved the proposed Secondary Criteria for H-32 Captain Selection Processes. (Vote of 4 to 0)

0003-13-7 Request by Gregory Gamarra to lift the ban on his future employment restrictions with the Department of Public Works. (Item No. 11)

Speakers: Tom Burns, Department of Human Resources
Gregory Gamarra, Appellant

Action: Accepted the Department of Human Resources' recommendation. Approved the request by Gregory Gamarra to lift the ban on his future employment restrictions with the Department of Public Works. (Vote of 4 to 0)

0437-12-4 Appeal by Michelle Guiral of the Human Resources Director's determination of insufficient evidence to sustain her complaint of sexual harassment. (Item No. 12)

Speakers: Diana Garcia, Department of Human Resources
Jamie Ryker, Attorney for Appellant
Janie White, Department of Human Resources

Action: Accepted the report. Sustained the decision of the Human Resources Director; Denied the appeal by Michelle Guiral. (Vote of 2 to 2; Commissioners Jung and Normandy dissented.) Continued to a meeting when a full Commission of five (5) is seated. (Three (3) votes are needed for Commission action.)

0485-12-1 Update on the Fiscal Years 2013-14 and 2014-15 Civil Service Commission Budget Request. (Item No. 13)

December 17, 2012: Directed Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013.

Speakers: Sandra Eng, Civil Service Commission
Jennifer Johnston, Civil Service Commission

Action: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that there is sufficient funding for the Civil Service Commission to continue its Charter mandated functions; finalize the Fiscal Years 2013-15 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2013-15 Budget Request to the Controller and the Mayor by February 21, 2013.

0004-13-5 Request to Revise Civil Service Rule Series 020 – Leaves of Absence. (Item No. 14)

Speakers: Jennifer Johnston, Executive Officer
Martin Gran, Department of Human Resources
Gus Feldman, SEIU Local 1021
Kevin Hughes, IBEW Local 6
Ging Louie, IFPTE Local 21

Action: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for meet and confer. (Vote of 4 to 0)

0005-13-5 Proposed Revision to Civil Service Rule Series 010 – Examination Announcements and Applicants. (Item No. 15)

Speakers: Jennifer Johnston, Executive Officer
Gus Feldman, SEIU Local 1021
Shari Zinn, SEIU Local 1021

Action: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

0209-12-7 Appeal of the Human Resources Director's determination on future employability with the City and County of San Francisco of a former peace officer of the City and County of San Francisco. (Item No. 16)

a. Public comment on all matters pertaining to this agenda item #16.

None

b. Vote on whether to hold this agenda item #16 in Closed Session.

c. Closed Session Pursuant to San Francisco Administrative Code Section 67.10 (b), California Government Code Section 54957(b)(1) and California Penal Code Section 832.7. Determination on future employability with the City and County of San Francisco of a former peace officer of the City and County of San Francisco.

No Closed Session held.

Action: No future employment with the City and County of San Francisco.
Appeal withdrawn by appellant.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

President Favetti announced that Richard Ng from the Municipal Transportation Agency passed away. Directed the Executive Officer to extend condolences to the family.

ADJOURNMENT (Item No. 18)

3:49 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

GOVERNMENT
DOCUMENTS DEPT

A G E N D A

Regular Meeting
February 4, 2013

JAN 30 2013

SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

SPECIAL ORDER OF BUSINESS – 5:00 P.M.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of February 4, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 4, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of January 7, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0021-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-12/13	Controller	\$75,000	The Contractor will conduct a benchmarking study to identify best practices in community engagement, specifically as they relate to planning the City's general obligation bond programs' construction & capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life & decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input & community engagement, as they are vital components for the City's construction planning & decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City's current community engagement practices. The Contractor will (1) describe the City's current policies & practices for engaging communities & soliciting public input; (2) identify & research at least three comparable jurisdictions to determine community engagement best practices; and (3) recommend a set of best practices & a roadmap of strategies & plans for how to implement effective, cost-efficient community engagement.	Regular	01/30/13
4060-12/13	Controller	\$75,000	The Contractor will conduct a benchmarking study to map San Francisco's project compliance & approval process & policies, specifically as they relate to the City's general obligation bond programs' construction & capital projects. The goal of this study is to determine opportunities for time & cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will (1) describe the City's current project compliance & approval process & policies; (2) identify & research at least three comparable jurisdictions to determine project compliance & approval process best practices; and (3) recommend a roadmap of strategies & plans for how to improve the City's project compliance & approval process, making it more time and cost efficient.	Regular	12/31/13

Civil Service Commission Meeting Agenda

Regular Meeting of February 4, 2013

4061-12/13	Environment	\$1,000,000	A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 66070, Nov. 1, 2005), for Brownfield sites.	Regular	12/30/17
4062-12/13	Environment	\$5,000,000	Assist the Department of designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.	Regular	06/30/18
4063-12/13	Art Commission	\$77,200	Artist team will design & fabricate a ceramic tile mosaic for the Arelious Walker Stair 28 Replacement Project.	Regular	12/31/16
4064-12/13	City Planning	\$75,000	The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that has implemented TDR programs in which TDRs from publicly owned properties are sold.	Regular	06/30/14
4065-12/13	Human Resources	\$600,000	Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include Implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as as-needed system training and customization services.	Regular	06/30/18
4066-12/13	Public Utilities Commission	\$800,000	The work under this agreement includes identifying surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.	Regular	07/01/19

Civil Service Commission Meeting Agenda

Regular Meeting of February 4, 2013

4067-12/13	Public Utilities Commission	\$950,000	Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water temple in Sunol, CA. The center, approximately 7,500 sf, is to be designed to accommodate interpretative exhibit areas including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the buildings) design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.	Regular	07/31/16
4068-12/13	Public Utilities Commission	\$1,500,000	<ol style="list-style-type: none"> 1. Act as legal holder of conservation easements placed on various sites within SFPUC lands in Alameda Creek and/or Peninsula Watersheds. 2. Hold and administer a non-wasting endowment account as per CDFG requirements for investment policies. 3. Perform monitoring at least one time per year, and no more than twice per year for compliance with land use activities at sites. 4. Prepare reports on the results of the land use compliance monitoring inspections, and provide these reports to government Permit Agencies and SFPUC on an annual basis. 5. Enforce the terms of the conservation easement. 6. Provide Notice of Violation to SFPUC and Permit Agencies in the event of a violation of the terms of the conservation easement. 7. Require the restoration of any damage that takes place on conservation lands. 	Regular	01/31/16
4069-12/13	Municipal Transportation Agency	\$500,000	The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.	Regular	03/03/18
4070-12/13	Municipal Transportation Agency	\$2,000,000	Develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes	Regular	02/28/18

Civil Service Commission Meeting Agenda

Regular Meeting of February 4, 2013

4071-12/13	Emergency Management	\$1,200,000	The contractor will provide training and exercise curriculums for the Bay Area Urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.	Regular	12/31/15
4072-12/13	Public Health	\$1,200,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	02/28/15
4073-12/13	Department of Technology	\$28,000,000	Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.	Regular	09/22/17
4094-10/11	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$250,000 New Total Amount Requested \$350,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	Modification	12/31/14
4009-07/08	Environment	Current Approved Amount \$2,249,000 Increase Amount Requested \$2,750,000 New Total Amount Requested \$4,999,000	Will conduct technical assistance and consulting for City Depts. engaged in the design, construction and operation of new bldgs., major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building and LEED (or other approved green building rating system) consulting, building commissioning, post-occupancy evaluation, policy and program design and implementation support.	Modification	03/31/15
4023-09/10	Public Utilities Commission	Current Approved Amount \$2,300,000 Increase Amount Requested \$0 New Total Amount Requested \$2,300,000	Contract work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery Project. The completed project would recapture water released from the Calaveras Reservoir. Tasks will include: coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and, mitigation monitoring plan preparation.	Modification	03/01/19

Civil Service Commission Meeting Agenda**Regular Meeting of February 4, 2013**

4028-06/07	Public Library	Current Approved Amount \$1,050,000 Increase Amount Requested \$1,100,000 New Total Amount Requested \$2,150,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as-needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	Modification	06/30/22
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Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Municipal Transportation Agency's Summary of Appealed Future Employment Restrictions Placed by SFMTA. (File No. 0022-13-1) – Action Item

Recommendation: Adopt the report.

(9) Department of Human Resources Report of Provisional Appointments. (File No. 0017-13-1) - Action Item

Recommendation: Adopt the report.

(10) Department of Human Resources Report on Promotive Only Announcements. (File No. 0018-13-1) – Action Item

Recommendation: Adopt the report.

(11) Department of Human Resources Report on Position-Based Testing Program. (File No. 0019-13-1) – Action Item

Recommendation: Adopt the report.

(12) Department of Human Resources Department Report on Exempt Positions Under Charter Section 10.104.16 through 10.104-18. (File No. 0020-13-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (13) Appeal of Final Classification Action amending the job specifications for 9240 Airport Electrician, 9241 Airport Electrician Supervisor and 9242 Head Airport Electrician. (File No. 0473-12-2) – Action Item**

January 7, 2013: Postpone to the meeting of February 4, 2013 at the request of Peter Saltzman, attorney for the Appellant.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by the IBEW Local 6.

- (14) Update on the Fiscal Years 2013-14 and 2014-15 Civil Service Commission Budget Request. (File No. 0485-12-1) – Action Item**

December 17, 2012: Directed Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013.

January 7, 2013: Direct the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that there is sufficient funding for the Civil Service Commission to continue its Charter mandated functions; finalize the Fiscal Years 2013-15 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2013-15 Budget Request to the Controller and the Mayor by February 21, 2013.

Recommendation: Approve FY 2013-15 Budget Request; direct the Executive Officer to submit the Request to the Mayor and Controller by February 21, 2013.

- (15) Mid-Year Status Report on Fiscal Year 2012-13 Service and Performance Goals Covering the Period Ending December 31, 2012. (File No. 0024-13-1) – Action Item**

Recommendation: Accept the report.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (16) **Determination of future employability: Dismissal of permanent civil service appointment of Michael Costakis, Automotive Service Worker (Job Code 7410) General Services Agency. (File No. 0167-12-7) - Action Item**

Recommendation: No future employment with the City and County of San Francisco.

SPECIAL ORDER OF BUSINESS - 5:00 P.M.

- (17) **Appeal by Sin Yee Poon on behalf of SEIU Local 1021 regarding the Job Announcement for Class 2903 Eligibility Worker (CBT-2903-059333). (File No. 0355-12-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director.
Deny the appeal by Sin Yee Poon on behalf of SEIU Local 1021.

- (18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (19) **ADJOURNMENT**





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting February 4, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER AND ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present (Absent during Item #'s 13-15 & 16-19)
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of January 7, 2013

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

GOVERNMENT
DOCUMENTS DEPT

FEB 21 2013

SAN FRANCISCO
PUBLIC LIBRARY

**0021-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-12/13	Controller	\$75,000	The Contractor will conduct a benchmarking study to identify best practices in community engagement, specifically as they relate to planning the City's general obligation bond programs' construction & capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life & decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input & community engagement, as they are vital components for the City's construction planning & decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City's current community engagement practices. The Contractor will (1) describe the City's current policies & practices for engaging communities & soliciting public input; (2) identify & research at least three comparable jurisdictions to determine community engagement best practices; and (3) recommend a set of best practices & a roadmap of strategies & plans for how to implement effective, cost-efficient community engagement.	Regular	11/30/13
4060-12/13	Controller	\$75,000	The Contractor will conduct a benchmarking study to map San Francisco's project compliance & approval process & policies, specifically as they relate to the City's general obligation bond programs' construction & capital projects. The goal of this study is to determine opportunities for time & cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will (1) describe the City's current project compliance & approval process & policies; (2) identify & research at least three comparable jurisdictions to determine project compliance & approval process best practices; and (3) recommend a roadmap of strategies & plans for how to improve the City's project compliance & approval process, making it more time and cost efficient.	Regular	12/31/13
4061-12/13	Environment	\$1,000,000	A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 66070, Nov. 1, 2005), for Brownfield sites.	Regular	12/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of February 4, 2013

4062-12/13	Environment	\$5,000,000	Assist the Department of designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.	Regular	06/30/18
4063-12/13	Art Commission	\$77,200	Artist team will design & fabricate a ceramic tile mosaic for the Arelious Walker Stair 28 Replacement Project.	Regular	12/31/16
4064-12/13	City Planning	\$75,000	The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that has implemented TDR programs in which TDRs from publicly owned properties are sold.	Regular	06/30/14
4065-12/13	Human Resources	\$600,000	Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include Implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as as-needed system training and customization services.	Regular	06/30/18
4066-12/13	Public Utilities Commission	\$800,000	The work under this agreement includes identifying surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.	Regular	07/01/18
4067-12/13	Public Utilities Commission	\$950,000	Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water temple in Sunol, CA. The center, approximately 7,500 sf, is to be designed to accommodate interpretative exhibit areas including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the buildings) design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.	Regular	07/31/16

Civil Service Commission Meeting Minutes

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4068-12/13	Public Utilities Commission	\$1,500,000	<ol style="list-style-type: none"> 1. Act as legal holder of conservation easements placed on various sites within SFPUC lands in Alameda Creek and/or Peninsula Watersheds. 2. Hold and administer a non-wasting endowment account as per CDFG requirements for investment policies. 3. Perform monitoring at least one time per year, and no more than twice per year for compliance with land use activities at sites. 4. Prepare reports on the results of the land use compliance monitoring inspections, and provide these reports to government Permit Agencies and SFPUC on an annual basis. 5. Enforce the terms of the conservation easement. 6. Provide Notice of Violation to SFPUC and Permit Agencies in the event of a violation of the terms of the conservation easement. 7. Require the restoration of any damage that takes place on conservation lands. 	Regular	01/31/16
4069-12/13	Municipal Transportation Agency	\$500,000	The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.	Regular	03/03/18
4070-12/13	Municipal Transportation Agency	\$2,000,000	Develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes	Regular	02/28/18
4071-12/13	Emergency Management	\$1,200,000	The contractor will provide training and exercise curriculums for the Bay Area urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.	Regular	12/31/15

Civil Service Commission Meeting Minutes

Regular Meeting of February 4, 2013

4072-12/13	Public Health	\$1,200,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	02/28/15
4073-12/13	Department of Technology	\$28,000,000	Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.	Regular	09/22/17
4094-10/11	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$250,000 New Total Amount Requested \$350,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	Modification	12/31/14
4009-07/08	Environment	Current Approved Amount \$2,249,000 Increase Amount Requested \$2,750,000 New Total Amount Requested \$4,999,000	Will conduct technical assistance and consulting for City Depts. engaged in the design, construction and operation of new bldgs., major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building and LEED (or other approved green building rating system) consulting, building commissioning, post-occupancy evaluation, policy and program design and implementation support.	Modification	03/31/15
4023-09/10	Public Utilities Commission	Current Approved Amount \$2,300,000 Increase Amount Requested \$0 New Total Amount Requested \$2,300,000	Contract work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery Project. The completed project would recapture water released from the Calaveras Reservoir. Tasks will include: coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and, mitigation monitoring plan preparation.	Modification	03/01/19
4028-06/07	Public Library	Current Approved Amount \$1,050,000 Increase Amount Requested \$1,100,000 New Total Amount Requested \$2,150,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as-needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	Modification	06/30/22

0021-13-8 (continued)

Speakers: Lily Conover and Mark dela Rosa, Controller's Office spoke on PSC# 4059-12/13.
Micki Callahan and Donna Kotake spoke on PSC# 4065-12/13.
David Scott and Rosanna Russell, PUC spoke on PSC #4066-12/13.
Shari Zinn, SEIU Local 1021, Jacquie Hale, Patricia Coggan and Lawrence Nichols, Department of Public Health spoke on PSC# 4072-12/13.
Jolie Gines and Joseph John, Department of Technology spoke on PSC# 4073-12/13.

Action:

- (1) Approved the request to withdraw PSC # 4065-12/13 at the request of Department of Human Resources. (Vote of 4 to 0)
- (2) Adopted the report; Approved the request for approval of PSC# 4066-12/13 as amended to reflect contract duration of five years instead of six. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (3) Adopted the report; Approved the request for approval of PSC # 4072-12/13 on the condition that the department reports back on its discussion with SEIU after one year. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (4) Adopted the report; Approved the request for approval of PSC # 4073-12/13 as amended to reflect that the contract will be renewed after it has come before the Board of Supervisors. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (5) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0022-13-1 Municipal Transportation Agency's Summary of Appealed Future Employment Restrictions Placed by SFMTA. (Item No. 8)

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

0017-13-1 Department of Human Resources Report of Provisional Appointments. (Item No. 9) - Action Item

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

**0018-13-1 Department of Human Resources Report on Promotive Only Announcements.
(Item No. 10)**

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

**0019-13-1 Department of Human Resources Report on Position-Based Testing Program.
(Item No. 11)**

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

**0020-13-1 Department of Human Resources Department Report on Exempt Positions Under
Charter Section 10.104.16 through 10.104-18. (Item No. 12)**

Speakers: Kerry Ko, Department of Human Resources
Steve Ponder, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

**0473-12-2 Appeal of Final Classification Action amending the job specifications for 9240
Airport Electrician, 9241 Airport Electrician Supervisor and 9242 Head Airport
Electrician. (Item No. 13)**

January 7, 2013: Postpone to the meeting of February 4, 2013 at the request of
Peter Saltzman, attorney for the Appellant.

Speakers: Steve Ponder, Department of Human Resources
William Lehew, Retired Head Electrician
Peter Acton, San Francisco International Airport
Alex Lawrence, San Francisco International Airport
Peter Saltzman, Attorney for IBEW Local 6.
Kevin Hughes, IBEW Local 6
Carolina Robert, San Francisco International Airport
Stephanie Mayorga-Tipton, San Francisco International Airport

Action: Continued the matter to a later meeting after the Department
and Union have better revised class specification for this
position. (Vote of 3 to 0; Commissioner Jung was excused
during this item)

0485-12-1 Update on the Fiscal Years 2013-14 and 2014-15 Civil Service Commission Budget Request. (Item No. 14)

December 17, 2012: Directed Commission staff to: prepare Fiscal Years 2013-14 and 2014-15 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 7, 2013; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2013-14 and 2014-15 Budget Request to the Controller and the Office of the Mayor by February 21, 2013.

January 7, 2013: Direct the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that there is sufficient funding for the Civil Service Commission to continue its Charter mandated functions; finalize the Fiscal Years 2013-15 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2013-15 Budget Request to the Controller and the Mayor by February 21, 2013.

Speakers: Sandra Eng, Civil Service Commission

Action: Approved FY 2013-15 Budget Request; directed the Executive Officer to submit the Request to the Mayor and Controller by February 21, 2013. (Vote of 3 to 0; Commissioner Jung was excused during this item and was not present for the entire presentation.) (Vote of 3 to 0; Commissioner Jung was excused during this item)

0024-13-1 Mid-Year Status Report on Fiscal Year 2012-13 Service and Performance Goals Covering the Period Ending December 31, 2012. (Item No. 15)

Speakers: Jennifer Johnston, Civil Service Commission

Action: Accepted the report. (Vote of 3 to 0; Commissioner Jung was excused during this item)

0167-12-7 Determination of future employability: Dismissal of permanent civil service appointment of Michael Costakis, Automotive Service Worker (Job Code 7410) General Services Agency. (Item No. 16)

Speakers: Vitus Leung, General Services Agency
Michael Costakis, Appellant
Micki Callahan, Department of Human Resources

Action: No future employment with the City and County of San Francisco. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS - 5:00 P.M.

0355-12-4 **Appeal by Sin Yee Poon on behalf of SEIU Local 1021 regarding the Job Announcement for Class 2903 Eligibility Worker (CBT-2903-059333). (Item No. 17)**

Speakers: **John Kraus**, Department of Human Resources
 Sin Yee Poon, SEIU Local 1021
 Bob Thomas, Human Services Agency
 Susan Strebe, she is a 2910 entry level Social Worker who believes in equal pay for equal work; the issue that needs to be recognized is that 2910's and 2912's are all doing the same work and it is essentially established a two-tier wage system.
 Steve Zeltzer, United Public Workers for Action, thinks that this is an attack on the way managers use flexing to basically discriminate against workers in changing classifications; also stated that Public workers need to be protected. This is a manipulation of the Civil Service Rules and a destruction of the Civil Service and the Merit System.
 Judith Tenorio, she is a 2903 at Cal Works Program doing the work of a 2905 and not getting paid as one; would like to be compensated for the work she is doing.
 Sunny Solis, she has been a City employee for 12 years; she was hired flex employee and was able to do after the 1st year, now she is in the ER - in a high burn up position- but cannot move up and feels that it's unfair that any other class that is not flex can.
 Monica Cabalsa, she has been a 2903 since 2008; she moved from SF General to HSA in 2011 thinking that she could move up to 2905 wanting to get promotion and learned after training that were not any more opportunities for it.
 Bindu Kannan, she is a 2910 doing the work of a 2912 for the last year, sometimes even the work of 2916's but they are not being compensated; HSA is not valuing them and in the end the City will end up losing good employees, ultimately this will affect the people they serve, the people of this City.
 Edwin Narvaez, agrees with previous speaker that the people who will be affected will be the people they serve. They treat them with dignity and respect and that is also what them as employees also deserve and expect as well.
 Kimbra Whitaker, she has been a CCSF employee since 2008; she was hired from the 2903/2905 flex list, but not only took a pay cut, she is on a dead end job, no incentives for her and believes in equal opportunity; it has been unfair not only for her but her co-workers as well.
 Randy Mano, a 2903 who believes very strongly in justice and equality; he is performing the duties of the 2905, asking for justice and quality.
 Wayne Leung, he's been a 2903 since 2011, believing that he was going to be promoted to a 2905 after 1 year of service as 2903. He urges the Commission to fix the flex for them and demanded equality as a City employee.

Jill Keeler, 2912 Social Worker for many years and cannot promote; asked the Commission to reinstate the flex classes.

Michael Bynum, 2913 Program Specialist, stated that the Department is not funding the higher classifications but it is a departmental need for flex staffing.

Emmanuel Belamide, City employee who was been working for HSA for the last 12 – 13 years, working with some 2903's who are doing the same work if not more of the 2905's some of them are even doing lead worker because they are more knowledge in technology and computers, he feels that the employees need to be paid equally.

Jay Ramos, 2903 with the Cal Fresh program for over 5 years and is doing the same work as the 2905 and is not being compensated; feels that they are being treated as second class citizens

Justin Myun, was a 2905 who was demoted to a 2903; recently he would put an out-of-class claim, the City acknowledge he is doing out-of-class work; hoping they will get paid what they justly deserve.

Sally Lamus, stated that she was hired as 2903 Medical Eligibility Worker in 2010, she said that most of them get hired as dual Workers, they get trained as Medical and Food Stamps or other programs so they do twice the work, twice the intakes, twice the test but they make \$9,000 less a year. She would like to be treated fairly and have the same opportunities that the previous workers had.

Dinei Leao, Medical program employee, stated that when he was hired in January 2008 he was told he was going to be promoted to the flex class after 6 months, but because of the financial crisis managers notified them, they would delay their flexing; almost 4 years have passed by and still are 2903 making \$9,000 less than his peers.

Patricia Castillo, a 2903 Eligibility Worker hired in 2008, stated that her job announcement said 2903/2905 Eligibility Worker /Sr. Eligibility Worker Flexible staffing, she should have flexed over 4 years ago and is still waiting, doing the job of a 2905 and unable to move up to any position; asked the Commission to please consider their issue.

Jose Ordaz, stated that he is a 2905 but cannot move anywhere without losing his seniority as a 2905, but he is lucky that he is a 2905 because all those who are 2903's will never be able to become a 2905 and they are fighting for the salaries of these people.

Alysabeth Alexander, SEIU Local 1021, talked about justice, transparency and fairness, because that is what Civil Service is supposed to be about and is not clearly what is happening; ironically the Mayor just announced thousands of jobs are being created in SF but these families are being left behind.

Larry Bradshaw, Vice-President, SEIU Local 1021, stated that this is not a new problem, this issue was identified over a decade ago and on the Commission's own review -a problem with the civil service system- identified a lack of career advancement, a lack of promotions; they were told with Civil Service Reform that if they move away from narrow, discreet job classifications that required civil service exams to promote, the flex classifications would enhance promotions and increase their numbers. This is clear evidence of abuse by management and failure of this Commission to act on this issue is going to reinforce the image that

Civil Service reform is about weaken the merit system not strengthening it. It would be a disservice to the tenth of thousands of people who work with pride, dignity and talent for the City and County of San Francisco. **Victoria Weatherbee**, 9703 Employment Specialist at the Human Services Agency and proud to serve the most vulnerable families residing in San Francisco for almost 20 years; she stated that she works side by side with 9702's who do the same work she does, the same number of cases and she knows they feel it is not fair and neither does she; one of the core values of their agency is to treat all people with respect, dignity and fairness and yet this disparity in pay is not respectful does not treat them with dignity and fairness for the important work that they do.

Brenda Velasquez, stated that this is unfair and divisive, work is already burden by large case load, often has survived her job by turning to her co-workers for support but with this their unit is divisive. Asked the Commission to make it fair and just.

Bonnie Carlson, 2912 Sr. Social Worker for the past 6 years and stated that she is concern that this and other upper flex classes are no longer funded, there is no transfer or reassignment opportunities available; some staff members in her unit who have move to other classes over a year ago, have not being replaced and has resulted in higher case loads, much more work and less time to do it. Asked the Commission for their consideration.

Jeanette Lazo, 9702 for the Cal Works Program, stated that her husband and her were laid off from their 9703 in 2009 and were affected by losing a large percentage of their income; she was reinstated from the holdover roster in March 2012, since then she has been performing the same job she's been doing as a 9703 but getting paid the salary of a 9702; it is demoralizing that the employee sitting right next to herself is getting much more than herself. Supports equal pay for equal work.

Paul Camarillo, Child Support Supervisor with the Department of Child Support, he would like to bring your attention to another problem associated with this issue; when he was first hired in 2001 as a Child Support Trainee, he then promoted after 2080 hours to a journeymen level; about 7 years ago the department stopped hiring trainees and only hired journeymen level. He stated that in the event of an economic down turn the director has the authority to decide and select which classification maybe laid off, it's unfair to think that she can point to the journeymen level because they get paid more to lay off without having any place to bump into, the journeymen level can't bump into the child Support Trainee position, they are at risk and this is very unfair.

Jeimil Belamide, supervisor for both 2905's and 2903's, just wanted to have on record that they do the exact same work, the same amount of assignments, the same way they evaluate performance is done exactly the same way. Often employees come to him to talk about the stress, the daily tasks and the daily responsibilities; he gives them his verbal support, but his verbal support can only go so far, especially when they see this huge discrepancy in pay.

Ricardo Corona, Medical dual worker 2903, this means he does food stamps and Medical at the same time; he stated that many of the 2905's

only do Medical or do less sometimes, he is stating that he is doing double the work and getting paid less. So it is sad to hear that he is getting paid less when they are doing more work and have more responsibilities than some 2905's.

Dan Phillips, Job Office Supervisor, talked about a fundamental tenant of any job is career advancement; it is important for the City to look at how the people progress thru the hierarchy? Where do you get supervisors from? – you get them from the lower classes; so if you start taking runs out of the ladder you get a huge gulf where people cannot promote and it makes it a dead end workforce and a very unqualified supervisory class.

Numa Aubry, 2910 Social Worker in Family and Children Services, she attended the meeting to support herself and her co-workers including those in the other classifications; she also stated that she strongly believes in equal pay for equal work and as HSA employees they should promote equality and equity; she works side by side with 2912's who do the same work that she does, only they get \$10,000 more, sometimes the lower classifications have to do more because they are considered the lower men and women on the totem poll.

Theresa Butler, 2912 since 1999 who started as 2910, she had the opportunity to flex into different positions and it was very rewarding and the experienced was great; in 2008 she was sent to a unit called Special Care Increments where she does rate settings, so she is not working in her capacity, she is not working in what she loves to do which is serve families and children, she is stuck as an eligibility worker, she was told that she could move after 6 months, after she got this program off the ground but she is still there, since 2008 and her morale is very low, is like somebody has stolen her joy.

David Ngo, 2903 he also agrees with everybody that, he is doing the same work as the 2905's, both classes work on the same cases but they are getting lower pay for doing the same.

Ken Pang, was hired as a 2903, stated that if were to invite the Commission into his department nobody would be able to tell the difference about who is 2903 or 2905, yet there is a difference in pay. Asked the Commission to consider their request and their position and make changes to award them for the work they do.

Irwin Lazo, 9702 who was laid off back in 2009 from his position as 9703, he was hired back in April 2012 from 9703 list as a 9702, they are asking to recognize the work that they do like the others; he stated that is hard to live with the salary of 2007 in 2013 cost of living, it is really hard for families. Asked the Commission to do the right thing.

Brenda Barros, employee from SF General Hospital who attended the meeting to support her fellow workers; stated that to her surprise she saw an opening for another position noticed that the salary is lower than what the current employees are making, she doesn't understand how that happened since there was not meet and confer.

Arla Ertz, thanked the Commission for letting them voice out their concerns; she was hired a little over 6 years ago as 2912; she stated that her unit had a meeting a couple of months ago and announced them that their vision for the future there is no room for 2912's and they would

have to find somewhere else to go, but for what you have heard, you know "there is nowhere else to go". She also concurs with everyone else "equal pay for equal work".

David Canham, SEIU Local 1021, talked about the City's just recently claimed that these workers are overpaid, therefore those salaries should be reduced by hiring new hires and they are not sure what they are planning to do for current employees. Asked the Commission to do the right thing.

Gustave Feldman, SEIU Local 1021, stated to the Commission that he doesn't want to repeat saying what everyone had said because he hopes the Commission had gotten the point of what they are asking, but do want to emphasize they sincerely hope not only to fix the language of the job announcement but to address a more broader issue that is a lack of delineation between certain classifications and that has resulted in abuse of power by City Managers.

Mitzi Ramirez, Child Support Services, 3rd generation San Franciscan; what she can see is that the City does not want to take care of the people who is more vulnerable and who can't take care of themselves; she said that is not what she grew up believing in.

Action: Adopted the report. Sustained the decision of the Human Resources Director. Denied the appeal by Sin Yee Poon on behalf of SEIU Local 1021. (Vote of 3 to 0; Commissioner Jung was excused during this item)

Note: The Commission directed the Executive Officer and the Human Resources Director to meet with SEIU Local 1021 to discuss the classification concerns that were raised and to provide a report clarifying the issues and identifying the avenues of resolution within the jurisdiction of the Civil Service Commission by April 2013.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

6:37 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Amended

KATE FAVETTI
PRESIDENT

February 25, 2013

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

E. DENNIS NORMANDY
COMMISSIONER

SUBJECT: REVISIONS TO THE CIVIL SERVICE COMMISSION'S
POLICY, PROCEDURES AND GUIDELINES ON PERSONAL
SERVICES CONTRACTS.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 4, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m. Such materials will also be posted on the Commission's website at www.sfgov.org/civil_service by the end of the day on Wednesday, February 27, 2013.

CIVIL SERVICE COMMISSION

Sandra E. Johnston
JENNIFER JOHNSTON
Executive Officer

GOVERNMENT
DOCUMENTS DEPT

Attachment

FEB 25 2013

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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NOTICE OF CIVIL SERVICE COMMISSION MEETING

E. DENNIS NORMANDY
COMMISSIONER

SUBJECT: REVISIONS TO THE CIVIL SERVICE COMMISSION'S
POLICY, PROCEDURES AND GUIDELINES ON PERSONAL
SERVICES CONTRACTS.

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 4, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
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February 27, 2013

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NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: UPDATE ON MEET AND CONFER FOR CIVIL SERVICE COMMISSION RULES SERIES 010 – EXAMINATION ANNOUNCEMENTS AND APPLICANTS AFFECTING ALL EMPLOYEES; AND RULE SERIES 020 – SICK LEAVE AFFECTING ALL EMPLOYEES.

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 4, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

A G E N D A

Regular Meeting
March 4, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

FEB 27 2013

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of March 4, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 4, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 4, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0063-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-12/13	Juvenile Court	\$90,000	The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gasliquid chromatography and mass spectrometry to identify different substances within a test sample. Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.	Regular	02/28/16
4075-12/13	Juvenile Court	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	Regular	06/30/16
4076-12/13	Art Commission	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinley Monument in Golden Gate Park.	Regular	12/31/16
4077-12/13	Art Commission	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art; de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	Regular	12/31/16

Civil Service Commission Meeting Agenda

Regular Meeting of March 4, 2013

4078-12/13	Public Utilities Commission	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	Regular	12/31/17
4079-12/13	Municipal Transportation Agency	\$5,000,000	The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	02/15/19
4080-12/13	General Services Agency	\$1,000,000	The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.	Regular	07/01/17
4057-11/12	Airport Commission	Current Approved Amount \$2,000,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$4,000,000	As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, preconstruction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.	Modification	12/31/16
4140-07/08	Police	Current Approved Amount \$3,400,000 Increase Amount Requested \$750,000 New Total Amount Requested \$4,150,000	Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as liaison between the community and the Police Department.	Modification	06/30/14
3040-11/12	Public Utilities Commission	Current Approved Amount \$49,000 Increase Amount Requested \$3,451,000 New Total Amount Requested \$3,500,000	Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs	Modification	12/31/19

Civil Service Commission Meeting Agenda

Regular Meeting of March 4, 2013

4138-09/10	Public Utilities Commission	Current Approved Amount \$205,000 Increase Amount Requested \$500,000 New Total Amount Requested \$705,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (II) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (ii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.	Modification	01/01/16
4043-04/05	General Services Agency	Current Approved Amount \$4,800,000 Increase Amount Requested \$800,000 New Total Amount Requested \$5,600,000	Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.	Modification	06/30/15
4038-11/12	Dept. of Technology	Current Approved Amount \$518,045 Increase Amount Requested \$2,000,000 New Total Amount Requested \$2,518,045	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.	Modification	9/30/13

Recommendation: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(8) Municipal Transportation Agency Report on Provisional Appointments. (File No. 0061-13-1) – Action Item

Recommendation: Adopt the report.

(9) Municipal Transportation Agency Report on Exempt Positions Under Charter Section 10.104.16 through 10.104-18. (File No. 0062-13-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

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(10) Report on Implementation of the Fire Pilot Program in Association with the H-40 Battalion Chief Examination. (File No. 0058-13-1) – Action Item

Recommendation: Adopt the report.

(11) Appeal by Larry Engstrom of the Human Resources Director's finding of insufficient evidence to sustain his charge of retaliation, EEO File #1614. (File No. 0077-12-6) – Action Item

January 7, 2013: Postpone to the meeting of February 4, 2013 at the request of the Human Services Agency

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal by Larry Engstrom.

(12) Appeal by PJ Dayacamos of her background rejection for a Clerk Typist (1424) Position with the San Francisco Police Department. (File No. 0471-12-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of PJ Dayacamos.

(13) Revisions to the Civil Service Commission's Policy, Procedures and Guidelines on Personal Services Contracts. (File No. 0059-13-1) – Action Item

Recommendation: Adopt Executive Officer's report; direct the Executive Officer to post the proposed revisions to the proposed revisions to the 2007 Policy Memorandum for adoption; direct the Executive Officer to update Civil Service Adviser No. 017/2002 once the revisions to the 2007 Policy memorandum have been adopted by the Commission; direct DHR to revise and reissue the procedural guidelines and instructions in an updated memorandum to the 1996 Joint Instructions consistent with the Commission's updated policy memorandum.

(14) Update on Meet and Confer for Civil Service Commission Rule Series 010 – Examination Announcements and Applicants Affecting All Employees (requiring a minimum posting period of five days for entrance examinations); and Rule Series 020 – Sick Leave Affecting All Employees (allowing earlier access to sick leave under the Civil Service Rules at three months instead of six for employees represented by labor unions that have waived the provisions of the Paid Sick Leave Ordinance). (File No. 0060-13-5) – Discussion and Possible Action Item

- a. Public comment on all matters pertaining to this agenda item #14.
- b. Vote on whether to hold this agenda item #14 in Closed Session – Action Item
- c. **CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6**

Commission Negotiator: Jennifer Johnston, Executive Officer
Organization: All

- d. **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Item #14 in closed session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

SEPARATIONS AGENDA

(15) Determination of future employability: Dismissal of permanent probationary civil service appointment of Sen Cheong (Sam) Lai, Transit Operator (Job Code 9163) San Francisco Municipal Transportation Agency. (File No. 0491-12-7) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Director of the Municipal Transportation Authority -- No future employment with the San Francisco Municipal Transportation Agency requiring a Class B with P endorsement.

(16) Public comment on all matters pertaining to Items #17 through #20.

- (17) **Vote on whether to hold Items #18 and #19 in closed session. (Action Item)**

Basis for closed session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- (18) **Closed Session – Appeal of the Human Resources Director's determination on future employability with the City and County of San Francisco of a former peace officer of the City and County of San Francisco. (File No. 0360-07-7) – Action Item**
- (19) **Closed Session – Appeal of the Human Resources Director's determination on future employability with the City and County of San Francisco of a former peace officer of the City and County of San Francisco. (File No. 0523-07-7) – Action Item**
- (20) **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Items #17 or #18 in closed session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- (21) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (22) **ADJOURNMENT**

March 04, 2013 Regular Meeting

Civil Service Commission - March 4, 2013

MINUTES

Regular Meeting

March 4, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti Present

Vice President Scott R.
Heldfond Present

Commissioner Mary Y. Jung Present

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Commissioner E. Dennis
Normandy Present

President Kate Favetti presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN
THE JURISDICTION OF THE CIVIL SERVICE
COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA**

None.

APPROVAL OF MINUTES

Regular Meeting of February 4, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS

Attorney for Sen Cheong (Sam) Lai requested that his appeal under Item #15, Determination of future employability: Dismissal of permanent probationary civil service appointment, be heard out of order.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0063-13-8

Review of request for approval of proposed personal services contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4074-12/13	Juvenile Court	\$90,000	<p>The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas liquid chromatography and mass spectrometry to identify different substances within a test sample.</p> <p>Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.</p>	Regular	02/28/16
4075-12/13	Juvenile Court	\$450,000	<p>Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.</p>	Regular	06/30/16

4076-12/13	Art Commission	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinley Monument in Golden Gate Park.	Regular	12/31/16
4077-12/13	Art Commission	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art; de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	Regular	12/31/16

4078-12/13	Public Utilities Commission	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	Regular	12/31/17
4079-12/13	Municipal Transportation Agency	\$5,000,000	The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	02/15/19

4080-12/13	General Services Agency	\$1,000,000	<p>The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation</p> <p>and developing future standards for seismic performances of various occupancies' such as private schools.</p>	Regular	07/01/17
4057-11/12	Airport Commission	<p>Current Approved Amount</p> <p>\$2,000,000</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$4,000,000</p>	<p>As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, preconstruction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.</p>	Modi- fication	12/31/16

4140-07/08	Police	<p>Current Approved Amount</p> <p>\$3,400,000</p> <p>Increase Amount Requested</p> <p>\$750,000</p> <p>New Total Amount Requested</p> <p>\$4,150,000</p>	<p>Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the</p> <p>individual group, neighborhood or business group that requests the service. Vendor will act as liaison between the community and the Police Department.</p>	Modification	06/30/14
3040-11/12	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$49,000</p> <p>Increase Amount Requested</p> <p>\$3,451,000</p> <p>New Total Amount Requested</p> <p>\$3,500,000</p>	<p>Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs</p>	Modification	12/31/19

4138-09/10	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$205,000</p> <p>Increase Amount Requested</p> <p>\$500,000</p> <p>New Total Amount Requested</p> <p>\$705,000</p>	<p>SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus</p> <p>increasing the number of qualified firms and teams bidding on projects; (II) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (ii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.</p>	Modi- fication	01/01/16
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4043-04/05	General Services Agency	<p>Current Approved Amount</p> <p>\$4,800,000</p> <p>Increase Amount Requested</p> <p>\$800,000</p> <p>New Total Amount Requested</p> <p>\$5,600,000</p>	<p>Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.</p>	Modification	06/30/15
4038-11/12	Dept. of Technology	<p>Current Approved Amount</p> <p>\$518,045</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$2,518,045</p>	<p>Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.</p>	Modification	9/30/13

Speakers:

Allison McGee, Juvenile Court spoke on PSC #4075-12/13.

Trinh Nguyen, Municipal Transportation Agency spoke on PSC #4079-12/13.

Ann Mannix and Alice Villagomez, San Francisco Police Department spoke on PSC #4140-07/08.

Shari Zinn, SEIU Local 1021; and Pauson Yun and Whitney Ramos, Public Utilities Commission, spoke on PSC #3040-11/12.

Pauson Yun and Iris Martin-Lopez, Public Utilities Commission spoke on PSC #4138-09/10.

Joan Lubamersky and Walter Calcagno, General Services Agency spoke on PSC #4043-04/05.

Jack Chin, Department of Technology, spoke on PSC #4038-11/12.

Action:

(1) Adopted the report; Approved the request for approval of PSC# 3040-12/13 as amended to reflect a contract duration of five years instead of seven. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(2) Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution. (Vote of 4 to 0)

(3) Continued PSC # 4038-11/12 after department has re-posted the contract to reflect the correct ending date. (Vote of 4 to 0)

(4) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0061-13-1

Municipal Transportation Agency Report on Provisional Appointments. (Item No. 8)

Speakers:

Clare Leung, Municipal Transportation Agency

Action:

Adopted the report. (Vote of 4 to 0)

0062-13-1 **Municipal Transportation Agency Report on Exempt Positions Under Charter Section 10.104-16 through 10.104-18. (Item No. 9)**

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0058-13-1 **Report on Implementation of the Fire Pilot Program in Association with the H-40 Battalion Chief Examination. (Item No. 10)**

Speakers: John Kraus, Department of Human Resources

 Kevin Smith, San Francisco Black Fire Fighters Association

 Mark Johnson, San Francisco Black Fire Fighters Association

Action: Adopted the report. (Vote of 4 to 0)

0077-12-6 **Appeal by Larry Engstrom of the Human Resources Director's finding of insufficient evidence to sustain his charge of retaliation, EEO File #1614. (Item No. 11)**

Speakers: Sylvia Castellanos, Department of Human Resources

Action: Adopted the report. Sustained the decision of the Human Resources Director. Denied the appeal by Larry Engstrom. Mr. Engstrom failed to appear. (Vote of 4 to 0)

5:56 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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March 7, 2013

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DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED RULE AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE SERIES 010 - EXAMINATION
ANNOUNCEMENTS AND APPLICANTS, AFFECTING ALL
EMPLOYEES, FOR ADOPTION.

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 18, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

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CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO GOVERNMENT
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MAYOR

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March 7, 2013

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NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: PROPOSED RULE AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE SERIES 015 - RULES RELATED TO THE
EMPLOYMENT OF PERSONS WITH DISABILITIES,
AFFECTING ALL EMPLOYEES**

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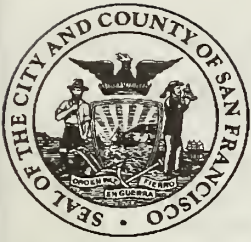
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PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SCOTT R. HELDFOND
VICE PRESIDENT

**SUBJECT: UPDATE ON MEET AND CONFER FOR CIVIL SERVICE
COMMISSION RULE SERIES 020 – SICK LEAVE, AFFECTING ALL
EMPLOYEES.**

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 18, 2013 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will be held in closed session. Please refer to the attached Notice for procedural and other information about Commission hearings.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED RULE AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE SERIES 003 – EQUAL EMPLOYMENT
OPPORTUNITY, AFFECTING ALL EMPLOYEES

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 18, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED RULE AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE VOLUME IV - NEW PILOT RULE 411A
(POSITION-BASED TESTING) FOR MTA-SERVICE CRITICAL
EMPLOYEES

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March 18, 2013 Regular Meeting

Civil Service Commission - March 18, 2013

AGENDA

Regular Meeting

March 18, 2013

2:00 p.m.

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Order of Business

CALL TO ORDER & ROLL CALL

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA**

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

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ADJOURNMENT

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the Consent Agenda or the Ratification Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [Consent Agenda or] Ratification Agenda must be provided with justification for the record.

For items on the Regular Agenda, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the Separations Agenda, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by

e-mail: solf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**City and County of San Francisco
Civil Service Commission
Agenda for Regular Meeting
March 18, 2013
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti

Vice President Scott R. Heldfond

Commissioner Mary Y. Jung

Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE

COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 4, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Review of request for approval of proposed personal services contracts.**
(File No. 0021-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-12/13	Treasurer/Tax Collector	\$350,000	Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	Regular	02/28/15
4082-12/13	Treasurer/Tax Collector	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implemented through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	Regular	06/30/15
4083-12/13	Treasurer/Tax Collector	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18

4084-12/13	Treasurer/Tax Collector	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4085-12/13	Adult Probation	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients	Regular	06/30/16

4086-12/13	Airport Commission	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	Regular	09/08/18
4087-12/13	Airport Commission	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	Regular	12/31/18

4088-12/13	Airport Commission	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	Regular	12/31/16
4089-12/13	Fire Department	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	Regular	06/30/15
4090-12/13	Mayor	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of preconstruction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	Regular	06/30/16
4091-12/13	Public Utilities Commission	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	Regular	05/31/15

4092-12/13	Public Utilities Commission	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	Regular	04/30/16
4093-12/13	Municipal Transportation Agency	\$32,000,000	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.	Regular	06/01/19
4094-12/13	Department of Technology	\$3,000,000	Installation of surveillance camera and related security equipment for signaling and monitoring.	Regular	06/30/16
4095-12/13	Emergency Management	\$1,092,648	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	Regular	03/31/18

4096-12/13	Emergency Management	\$650,000	WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.	Regular	01/31/18
4034-11/12	Police	Current Approved Amount \$3,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$8,000,000	The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.	Modification	12/31/17

Recommendation:

Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Request to Grant Permanent Civil Service Status to Coco Rajerison, Temporary Provisional 2303 Patient Care Assistant at the Department of Public Health, upon Completion of the Applicable Probationary Period (File No. 0086-13-2) – Action Item**

Recommendation:

Adopt the report. Approve request to correct Mr. Rajerison's appointment history to reflect a TCS appointment for his reassignment effective April 16, 2011, and to include Mr. Rajerison in the Civil Service Commission action of April 2, 2012 to grant status to TCS employees in class 2303 Patient Care Assistant, upon successful completion of the forty (40) work hour probationary period.

- (9) **Appeal by Attica D. Bowden of the rejection of her application for H-32 Captain. (File No. 0066-13-4) - Action Item**

Recommendation:

Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeals of Attica D. Bowden.

- (10) **Appeal by John Darmanin of the rejection of his application for H-32 Captain. (File No. 0069-13-4) - Action Item**

Recommendation:

Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of John Darmanin.

- (11) **Appeal by Daniel E. De Cossio of the rejection of his application for H-32 Captain.**
(File No. 0057-13-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Daniel E. De Cossio.

- (12) **Appeal by Theresa A. Fogarty of the rejection of her application for H-32 Captain.**
(File No. 0054-13-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Theresa A. Fogarty.

- (13) **Appeal by Kathleen T. Harold of the rejection of her application for H-32 Captain.**
File No. 0051-13-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Kathleen T. Harold.

- (14) **Appeal by Laura R. Kelly of the rejection of her application for H-32 Captain.**
(File No. 0065-13-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Laura R. Kelly.

- (15) **Appeal by Sofia M. Mathews of the rejection of her application for H-32 Captain.**
(File No. 0052-13-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Sofia M. Mathews.

- (16) **Appeal by Tyrone Pruitt of the rejection of his application for H-32 Captain.**
(File No. 0064-13-4) - Action Item

Recommendation:

Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Tyrone Pruitt.

- (17) **Appeal by Mary M. Tse of the rejection of her application for H-32 Captain.**
(File No. 0083-13-4) - Action Item

Recommendation:

Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Mary M. Tse.

- (18) **Appeal by Michie L. Wong of the rejection of her application for H-32 Captain.**
(File No. 0053-13-4) - Action Item

Recommendation:

Adopt the report. Sustain the decision of the Human Resources Director. Deny the appeal of Michie L. Wong.

- (19) **Proposed Rule Amendments to Civil Service Commission Rule Volume IV – New Pilot Rule 411A Position-Based Testing for MTA Service-Critical Employees. (File 0088-13-5) – Action Item**

Recommendation: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

- (20) **Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the employment of Persons with Disabilities Affecting All Employees. (File No. 0089-13-5) – Action Item**

Recommendation: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

- (21) **Proposed Rule Amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Affecting All Employees. (File No. 0090-13-5) – Action Item**

Recommendation: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

- (22) **Proposed Revision to Civil Service Rule Series 010 – Examination Announcements and Applicants Affecting All Employees. (File No. 0005-13-5) – Action Item**

January 7, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions

March 4, 2013:

Closed-session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)).

Recommendation:

Accept the Executive Officer's report; Adopt the changes to Rule Series 010 – Examinations Announcements and Applicants.

CLOSED SESSION AGENDA

- (23) **Public comment on all matters pertaining to Items #24 through 28.**
- (24) **Vote on whether to hold agenda Item #26 in Closed Session—Action Item.**
- Basis for Closed Session: Conference with Labor Negotiator (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6)**
- (25) **Vote on whether to hold agenda Item #27 in Closed Session—Action Item.**
- Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))**
- (26) **Closed Session – Update on Meet and Confer for Civil Service Commission Rule Series 020 – Sick Leave Affecting All Employees (allowing earlier access to sick leave under the Civil Service Rules at three months instead of six for employees represented by labor unions that have waived the provisions of the Paid Sick Leave Ordinance). (File No. 0004-13-5) – Discussion and Possible Action Item**

January 7, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

March 4, 2013: Closed-session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)).

Commission Negotiator: Jennifer Johnston, Executive Officer
Organization: All

- (27) **Closed Session – Appeal of the Human Resources Director's Determination of Insufficient Evidence to Sustain Peace Officer's EOO Claim. (File No. 0046-11-6) – Action Item**

Reconvene in Open Session.

- (28) **a) Vote to elect whether to disclose any or all discussions held on Item #26 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

b) Vote to elect whether to disclose any or all discussions held on Item #27 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

- (29) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (30) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

113 MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 18, 2013

GOVERNMENT
DOCUMENTS DEPT

MAR 27 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER (Item No. 1)

2:02 P.M.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Helfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 4, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

**0021-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-12/13	Treasurer/Tax Collector	\$350,000	Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	Regular	02/28/15
4082-12/13	Treasurer/Tax Collector	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	Regular	06/30/15
4083-12/13	Treasurer/Tax Collector	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4084-12/13	Treasurer/Tax Collector	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4085-12/13	Adult Probation	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.	Regular	06/30/16
4086-12/13	Airport Commission	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	Regular	09/08/18

Civil Service Commission Meeting Agenda

Regular Meeting of March 18, 2013

4087-12/13	Airport Commission	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	Regular	12/31/18
4088-12/13	Airport Commission	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	Regular	12/31/16
4089-12/13	Fire Department	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	Regular	06/30/15
4090-12/13	Mayor	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of preconstruction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	Regular	06/30/16
4091-12/13	Public Utilities Commission	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	Regular	05/31/15
4092-12/13	Public Utilities Commission	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	Regular	04/30/16
4093-12/13	Municipal Transportation Agency	\$32,000,000	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.	Regular	06/01/19
4094-12/13	Department of Technology	\$3,000,000	Installation of surveillance camera and related security equipment for signaling and monitoring.	Regular	06/30/16
4095-12/13	Emergency Management	\$1,092,648	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	Regular	03/31/18
4096-12/13	Emergency Management	\$650,000	WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.	Regular	01/31/18

Civil Service Commission Meeting Agenda

Regular Meeting of March 18, 2013

4034-11/12	Police	<p>Current Approved Amount \$3,000,000</p> <p>Increase Amount Requested \$5,000,000</p> <p>New Total Amount Requested \$8,000,000</p>	<p>The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.</p>	Modification	12/31/17
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Speakers: Andy Zanooff, Fire Department spoke on PSC #4089-12/13.
Pauson Yun and Yolanda Manzone, Public Utilities Commission spoke on PSC #4091-12/13.
Rod Castillo, Police Department spoke on PSC #4034-11/12.

Action: 1) Approved PSC # 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. (Vote of 4 to 0)
2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0086-13-2 Request to Grant Permanent Civil Service Status to Coco Rajerison, Temporary Provisional 2303 Patient Care Assistant at the Department of Public Health, upon Completion of the Applicable Probationary Period (Item No. 8)

Speakers: Elaine Lee, Department of Public Health
Gus Feldman, SEIU Local 1021

Action: Adopted the report. Approved the request to correct Mr. Rajerison's appointment history to reflect a TCS appointment for his reassignment effective April 16, 2011, and to include Mr. Rajerison in the Civil Service Commission action of April 2, 2012 to grant status to TCS employees in class 2303 Patient Care Assistant, upon successful completion of the forty (40) work hour probationary period.
(Vote of 4 to 0)

0051-13-4 Appeals by Attica D. Bowden (Item No. 9), John Darmanin (Item No. 10), Daniel 0052-13-4 E. De Cossio (Item No. 11), Theresa A. Fogarty (Item No. 12), Kathleen T. Harold 0053-13-4 (Item No. 13), Laura R. Kelly (Item No. 14), Sofia M. Mathews (Item No. 15), 0054-13-4 Tyrone Pruitt (Item No. 16), Mary M. Tse (Item No. 17) and Michie L. Wong (Item 0057-13-4 No. 18), of their Rejection of their Applications for H-32 Captain. 0064-13-4

Speakers: Dave Johnson, Department of Human Resources
Tom Harvey, San Francisco Fire Department
Jesusa Bushong, San Francisco Fire Department
John Darmanin, Appellant
Tyrone Pruitt, Appellant
Brian Ballard
Alec Balmy
Ken Cofflin
Richard Stacks

- Action:**
- 1) Denied the appeals of Theresa A. Fogarty (Item No. 12) and Laura R. Kelly (Item No. 14). Sustained the decision of the Human Resources Director. Ms. Fogarty and Ms. Kelly failed to appear. (Vote of 4 to 0)
 - 2) Granted the appeals of the remaining appellants; Allowed appellants to take the exam for H-32 Captain; Ordered that they remain under general waiver until they meet the requirements of the announcement as required by Civil Service Rule 311. (Vote of 4 to 0)

0088-13-5 Proposed Rule Amendments to Civil Service Commission Rule Volume IV – New Pilot Rule 411A Position-Based Testing for MTA Service-Critical Employees. (Item No. 19)

Speakers: Donald Ellison, San Francisco Municipal Transportation Agency
Derek Kim, San Francisco Municipal Transportation Agency
Kevin Hughes, IBEW Local 6

Action: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions. (Vote of 4 to 0)

0089-13-5 Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the employment of Persons with Disabilities Affecting All Employees. (Item No. 20)

Speakers: Linda Simon, Department of Human Resources

Action: Postponed to the meeting of April 1, 2013 so that the Department of Human Resources can fully respond to the Civil Service Commission's questions regarding the proposed revisions to Rule Series 015. (Vote of 4 to 0)

0090-13-5 Proposed Rule Amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Affecting All Employees. (Item No. 21)

Speakers: Linda Simon, Department of Human Resources

Action: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions. (Vote of 4 to 0)

0005-13-5 Proposed Revision to Civil Service Rule Series 010 – Examination Announcements and Applicants Affecting All Employees. (Item No. 22)

January 7, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

March 4, 2013: Closed-session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted not to disclose any or all

54957.6). The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)).

Speakers: Jennifer Johnston, Executive Officer, Civil Service Commission

Action: Accepted the Executive Officer's report; Adopted the changes to Rule Series 010 – Examinations Announcements and Applicants. (Vote of 4 to 0)

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #24 through 28. (Item #23)

None.

Vote on whether to hold agenda Item #26 in Closed Session—Action Item. (Item #24)

Basis for Closed Session: Conference with Labor Negotiator (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6)

Speakers: None.

Action: The Commission voted to conduct Item #26 in closed session. (Vote of 4 to 0)

Vote on whether to hold agenda Item #27 in Closed Session—Action Item. (Item #25)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item #27 in closed session. (Vote of 4 to 0)

0004-13-5 Closed Session – Update on Meet and Confer for Civil Service Commission Rule Series 020 – Sick Leave Affecting All Employees (allowing earlier access to sick leave under the Civil Service Rules at three months instead of six for employees represented by labor unions that have waived the provisions of the Paid Sick Leave Ordinance). (Item No. 26)

January 7, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

March 4, 2013: Closed-session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)).

Commission Negotiator: Jennifer Johnston, Executive Officer
Organization: All

The Closed Session started at 3:56 p.m. in City Hall Room 400. The following individuals were present for Item #26:

Kate Favetti, President, Civil Service Commission
Scott R. Heldfond, Vice President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Sallie Gibson, Deputy City Attorney
Micki Callahan, Human Resources Director
Steve Ponder, Department of Human Resources
Martin Gran, Department of Human Resources

0046-11-6 Closed Session – Appeal of the Human Resources Director’s Determination of Insufficient Evidence to Sustain Peace Officer’s EEO Claim. (Item No. 27)

The Closed Session on this matter started at 4:17 p.m. in City Hall Room 400. The following individuals were present for Item #27:

Kate Favetti, President, Civil Service Commission
Scott R. Heldfond, Vice President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Sallie Gibson, Deputy City Attorney
Micki Callahan, Human Resources Director
Linda Simon, Department of Human Resources, EEO
Svetlana Vaksberg, Department of Human Resources, EEO
John Alden, San Francisco Police Department’s Internal Affairs
Appellant

Closed Session ended at 4:51 p.m. and reconvened in Open Session at 4:53 p.m. (Item No. 28)

a) Vote to elect whether to disclose any or all discussions held on Item #26 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

Action: The Commission voted to disclose its action conducted in Closed Session; the Commission rejected the counterproposal from SEIU, Local 1021. (Vote of 4 to 0)

b) Vote to elect whether to disclose any or all discussions held on Item #27 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0; Commissioner Normandy was excused during the vote on this item)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 29)

None.

ADJOURNMENT (Item No. 30)

4:56 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 21, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: PROPOSED RULE AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE SERIES 015 – RULES RELATED TO THE
EMPLOYMENT OF PERSONS WITH DISABILITIES, AFFECTING
ALL EMPLOYEES**

The above matter will be considered by the Civil Service Commission at a meeting to be held on April 1, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m. Such materials will also be posted on the Commission's website at www.sfgov.org/civil_service by the end of the day on Wednesday, March 27, 2013.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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March 22, 2013

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NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: UPDATE ON MEET AND CONFER FOR CIVIL SERVICE
COMMISSION RULE SERIES 020 – SICK LEAVE, AFFECTING ALL
EMPLOYEES.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **April 1, 2013 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

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MAYOR

KATE FAVETTI
PRESIDENT

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VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

13
JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
April 1, 2013

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2:00 p.m.
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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 1, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 1, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of March 18, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0110-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-12/13	Assessor	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	Regular	06/30/17
4098-12/13	Art Commission	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park	Regular	02/05/18
4099-12/13	Public Utilities Commission	\$25,000,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	Regular	12/31/18
4100-12/13	Public Utilities Commission	\$12,000,000	Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	Regular	06/30/18
4101-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	03/14/18
4102-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	Regular	03/14/18
4103-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	03/14/18

4104-12/13	Emergency Management	\$356,000	The chosen consultant(s) will perform planning activities and provide the Bay Area with a regional JIS gap analysis with tailored guidance to establish planning priorities and enhance regional JIS capabilities. The chosen will also provide training and exercises on JIS and JIC methodology and design and conduct a regional JIS and JIC exercise tabletop and functional exercises to assess current plans and boost regional JIS capabilities.	Regular	02/28/16
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Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of request for approval of proposed modification to Personal Services Contract #4138-09-10. (File No. 0111-13-8) – Action Item

4138-09/10	Public Utilities Commission	Current Approved Amount \$205,000 Increase Amount Requested \$500,000 New Total Amount Requested \$705,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (II) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (ii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.	Modification	01/01/16
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March 4, 2013: Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution.

Recommendation: Adopt the report; Approve the request for Proposed Personal Services Contract #4138-09-10. Notify the Office of the Controller and the Office of Contract Administration.

- (9) **Commission Staff Report on the Inspection Service Review Regarding the Rescindment of Future Employment Restrictions for Terminated Custodial Employees of the San Francisco International Airport. (File No. 0112-13-11) – For Discussion and Possible Action**

Recommendation: Accept the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Appeal by Mary T. Dowling of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Discrimination Complaint Base on Her Age. (File No. 0016-13-6) - Action Item**

Recommendation: Adopt the report. Uphold the Human Resources Director's determination. Deny the appeal of Mary T. Dowling.

- (11) **Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees. (File No. 0089-13-5) – Action Item**

March 18, 2013: Postponed to the meeting of April 1, 2013 so that the Department of Human Resources can fully respond to the Civil Service Commission's questions regarding the proposed revisions to Rule Series 015.

Recommendation: Adopt the report. Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

CLOSED SESSION AGENDA

- (12) **Public comment on all matters pertaining to Items #13 through #21.**
- (13) **Vote on whether to hold agenda Item #17 in Closed Session—Action Item.**
Basis for Closed Session: Conference with Labor Negotiator (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6)
- (14) **Vote on whether to hold agenda Item #18 in Closed Session—Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (15) **Vote on whether to hold agenda Item #19 in Closed Session—Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (16) **Vote on whether to hold agenda Item #20 in Closed Session—Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (17) **Closed Session – Update on Meet and Confer for Civil Service Commission Rule Series 020**

– Sick Leave Affecting All Employees (allowing earlier access to sick leave under the Civil Service Rules at three months instead of six for employees represented by labor unions that have waived the provisions of the Paid Sick Leave Ordinance). (File No. 0004-13-5) – Discussion and Possible Action Item

- January 7, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.
- March 4, 2013 Closed-session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted not to disclose any or all discussions held in Closed Session (San Francisco Administrative Code Section 67.12 (a)).
- March 18, 2013: Closed Session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted to disclose its action conducted in Closed Session (San Francisco Administrative Code Section 67.12 (a)); the Commission rejected the counter proposal from SEIU, Local 1021.

Commission Negotiator: Jennifer Johnston, Executive Officer
Organization: All

- (18) **Closed Session – Appeal of the Human Resources Director's Determination on Future Employability with the City and County of San Francisco of a Former Peace Officer of the City and County of San Francisco. (File No. 0218-10-7) – Action Item**
- (19) **Closed Session – Appeal by Frank Lee of the Human Resources Director's Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race, Ethnicity and Retaliation. (File No. 0334-10-6) – Action Item**
- (20) **Closed Session – Appeal by Frank Lee of the Human Resources Director's Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race and Retaliation. (File No. 0355-10-6) - Action Item**
- (21) **Reconvene in Open Session.**
- a) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
 - b) **Vote to elect whether to disclose any or all discussions held on Item #18 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
 - c) **Vote to elect whether to disclose any or all discussions held on Item #19 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
 - d) **Vote to elect whether to disclose any or all discussions held on Item #20 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- (22) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (23) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES

Regular Meeting
April 1, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

CALL TO ORDER

2:02 p.m.

GOVERNMENT
DOCUMENTS DEPT

APR - 8 2013

SAN FRANCISCO
PUBLIC LIBRARY

ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 18, 2013

Action: Adopted as amended. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Announcement of changes to agenda. None.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Donna Kotake, on behalf of the Human Resources Director, indicated that the Department of Human Resources (DHR) is in the process of scheduling a meeting with SEIU, Local 1021 to include discussions regarding the 2903 Eligibility Worker classification. Therefore, DHR will be seeking a postponement of the 2903 Eligibility Worker joint report which is due in April 2013 pursuant to the Civil Service Commission's directive during its meeting of February 4, 2013.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0110-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-12/13	Assessor	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	Regular	06/30/17
4098-12/13	Art Commission	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park	Regular	02/05/18
4099-12/13	Public Utilities Commission	\$25,000,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	Regular	12/31/18
4100-12/13	Public Utilities Commission	\$12,000,000	Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	Regular	06/30/18
4101-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	03/14/18
4102-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	Regular	03/14/18
4103-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	03/14/18
4104-12/13	Emergency Management	\$356,000	The chosen consultant(s) will perform planning activities and provide the Bay Area with a regional JIS gap analysis with tailored guidance to establish planning priorities and enhance regional JIS capabilities. The chosen will also provide training and exercises on JIS and JIC methodology and design and conduct a regional JIS and JIC exercise tabletop and functional exercises to assess current plans and boost regional JIS capabilities.	Regular	02/28/16

0110-13-8 (cont'd.)

Speakers: John Updike, General Services Agency spoke on PSC# 4102-12/13 and 4103-12/13.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0111-13-8 Review of request for approval of proposed modification to Personal Services Contract #4138-09-10. (Item No. 8)

4138-09/10	Public Utilities Commission	Current Approved Amount \$205,000 Increase Amount Requested \$500,000 New Total Amount Requested \$705,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (II) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (ii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.	Modification	01/01/16
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March 4, 2013: Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution.

Speakers: None.

Action: Adopted the report; Approved the request for Proposed Personal Services Contract #4138-09-10. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0112-13-11 Commission Staff Report on the Inspection Service Review Regarding the Rescindment of Future Employment Restrictions for Terminated Custodial Employees of the San Francisco International Airport. (Item No. 9)

Speakers: Luz Morganti, Civil Service Commission
Alex Lawrence, San Francisco International Airport

Action: Accepted the report. (Vote of 4 to 0)

0016-13-6 Appeal by Mary T. Dowling of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Discrimination Complaint Base on Her Age. (Item No. 10)

Speakers: Sylvia Castellanos, Department of Human Resources
Jason Hashimoto, Department of Public Health
Tracey Packer, Department of Public Health
Mary T. Dowling, Appellant

Action: 1) Adopted the report. Upheld the Human Resources Director's determination. Denied the appeal of Mary T. Dowling. (Vote of 4 to 0)
2) Directed the Executive Officer to follow-up with the department on the status of the Job Analysis Questionnaire, and to ensure that the EEO Unit of DPH works in conjunction with DHR to provide the HIV Unit with additional training specifically focused on age discrimination. (Vote of 4 to 0)

0089-13-5 Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees. (Item No. 11)

March 18, 2013: Postponed to the meeting of April 1, 2013 so that the Department of Human Resources can fully respond to the Civil Service Commission's questions regarding the proposed revisions to Rule Series 015.

Speakers: Linda Simon, Department of Human Resources

Action: Adopted the report. Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions. (Vote of 4 to 0)

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #13 through #21. (Item No. 12)

None.

Vote on whether to hold agenda Item #17 in Closed Session—Action Item. (Item No. 13)

Basis for Closed Session: Conference with Labor Negotiator (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6)

Speakers: None.

Action: The Commission voted to conduct Item # 17 in Closed Session. (Vote of 4 to 0)

Vote on whether to hold agenda Item #18 in Closed Session—Action Item. (Item No. 14)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item # 18 in Closed Session. (Vote of 4 to 0)

Vote on whether to hold agenda Item #19 in Closed Session—Action Item. (Item No. 15)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: Frank Lee, Appellant
Linda Simon, Department of Human Resources

Action: The Commission voted to conduct Item # 19 in closed session.
(Vote of 4 to 0)

Vote on whether to hold agenda Item #20 in Closed Session—Action Item. (Item No. 16)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: Frank Lee, Appellant
Linda Simon, Department of Human Resources

Action: The Commission voted to conduct Item # 20 in closed session.
(Vote of 4 to 0)

The Closed Session started at 3:18 p.m. in City Hall Room 400.

0004-13-5 Closed Session – Update on Meet and Confer for Civil Service Commission Rule Series 020 – Sick Leave Affecting All Employees (allowing earlier access to sick leave under the Civil Service Rules at three months instead of six for employees represented by labor unions that have waived the provisions of the Paid Sick Leave Ordinance). (Item No. 17) – Discussion and Possible Action Item

January 7, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

March 4, 2013 Closed Session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted not to disclose any or all discussions held in Closed Session (San Francisco Administrative Code Section 67.12 (a)).

March 18, 2013: Closed Session conference with labor negotiator regarding meet and confer over the proposed revisions (San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6). The Commission voted to disclose its action conducted in Closed Session (San Francisco Administrative Code Section 67.12 (a)); the Commission rejected the counter proposal from SEIU, Local 1021.

Commission Negotiator: Jennifer Johnston, Executive Officer
Organization: All

The following individuals were present for Item #17:

Kate Favetti, President, Civil Service Commission
Scott R. Heldfond, Vice President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Donna Kotake, Department of Human Resources
Sallie Gibson, Deputy City Attorney

0218-10-7 Closed Session – Appeal of the Human Resources Director's Determination on Future Employability with the City and County of San Francisco of a Former Peace Officer of the City and County of San Francisco. (Item No. 18)

The following individuals were present for Item #18:

Kate Favetti, President, Civil Service Commission
Scott R. Heldfond, Vice President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Donna Kotake, Department of Human Resources
Sallie Gibson, Deputy City Attorney
Alice Villagomez, San Francisco Police Department
John Alden, San Francisco Police Department

0334-10-6 Closed Session – Appeal by Frank Lee of the Human Resources Director's Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race, Ethnicity and Retaliation. (Item No. 19)

The following individuals were present for Item #19:

Kate Favetti, President, Civil Service Commission
Scott R. Heldfond, Vice President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Donna Kotake, Department of Human Resources
Sallie Gibson, Deputy City Attorney
Svetlana Vaksberg, Department of Human Resources
Linda Simon, Department of Human Resources
Magaly Fernandez, Department of Human Resources
John Alden, San Francisco Police Department
James Spillane, San Francisco Police Department
Frank Lee, Appellant

0355-10-6 Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race and Retaliation. (Item No. 20)

The following individuals were present for Item #20:

Kate Favetti, President, Civil Service Commission
Scott R. Heldfond, Vice President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Donna Kotake, Department of Human Resources
Sallie Gibson, Deputy City Attorney
Svetlana Vaksberg, Department of Human Resources
Linda Simon, Department of Human Resources
Magaly Fernandez, Department of Human Resources
John Alden, San Francisco Police Department
James Spillane, San Francisco Police Department
Frank Lee, Appellant

Closed Session ended at 4:57 p.m.; the Civil Service Commission reconvened in Open Session at 4:58 p.m. (Item No. 21)

a) Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

Speakers: None.

Action: The Commission voted to disclose its action conducted in Closed Session; the Commission accepted the report and accepted Human Resources Director’s request to rescind the proposal to amend to Rule Series 020 – Sick Leave. (Vote of 4 to 0)

b) Vote to elect whether to disclose any or all discussions held on Item #18 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

c) Vote to elect whether to disclose any or all discussions held on Item #19 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

- d) **Vote to elect whether to disclose any or all discussions held on Item #20 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 22)

None.

ADJOURNMENT (Item No. 23)

5:04 p.m.

The Commission adjourned the meeting in memory of Oscar Rivas, Retired, who passed away on March 15, 2013.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 5, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED ADOPTION OF RULE AMENDMENTS TO CIVIL SERVICE COMMISSION RULE VOLUME IV – NEW PILOT RULE 411A (POSITION-BASED TESTING) FOR MTA-SERVICE CRITICAL EMPLOYEES.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **April 15, 2013 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m. Such materials will also be posted on the Commission's website at www.sfgov.org/civil_service by the end of the day on Wednesday, April 10, 2013.

CIVIL SERVICE COMMISSION

Sandra E. Johnston FOR

JENNIFER JOHNSTON
Executive Officer

Attachment

GOVERNMENT
DOCUMENTS DEPT

APR - 5 2013

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

A G E N D A

Regular Meeting
April 15, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of April 15, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 15, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 1, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0133-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-12/13	Business Economic Development	\$350,000	The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.	Regular	6/30/15
4106-12/13	Business Economic Development	\$820,000	The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.	Regular	12/31/17
4107-12/13	Public Utilities Commission	\$8,000,000	The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multibillion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.	Regular	12/31/21
4108-12/13	Dept. of Technology	\$8,000,000	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.	Regular	6/30/17

Civil Service Commission Meeting Agenda

Regular Meeting of April 15, 2013

3062-11/12	Child Support Services	Current Approved Amount \$28,500 Increase Amount Requested \$28,500 New Total Amount Requested \$57,000	Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgment and child support orders.	Modification	5/31/14
3066-10/11	Child Support Services	Current Approved Amount \$50,000 Increase Amount Requested \$10,000 New Total Amount Requested \$60,000	Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.	Modification	11/30/13
4062-10/11		Current Approved Amount \$5,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$9,000,000\$	Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project. There are four stations with multiple public art projects at each station.	Modification	12/31/20
4075-09/10		Current Approved Amount \$6,000,000 Increase Amount Requested \$3,600,000 New Total Amount Requested \$9,600,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as needed contracts of \$800,000 each, and intends to award six (6) additional contracts of \$600,000 each for five (5) years.	Modification	12/31/19

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014.
(File No. 0118-13-3) – Action Item**

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public and Private) in effect on April 15, 2013.

**(9) Request by the Department of Human Resources to postpone submission of the Joint Report on the classification concerns that were raised at the Civil Service Commission meeting of February 4, 2013 related to Item #17 (Appeal by Sin Yee Poon on behalf of SEIU Local 1021 regarding the Job Announcement for Class 2903 Eligibility Worker).
(File No. 0134-13-) – Action Item**

February 4, 2013: The Commission directed the Executive Officer and the Human Resources Director to meet with SEIU Local 1021 to discuss the classification concerns that were raised, and to provide a report clarifying the issues and identifying the avenues of resolution within the jurisdiction of the Civil Service Commission by April 2013.

Recommendation: Accept the request for postponement.

**(10) Review of request for approval of proposed personal services contracts.
(File No. 0133-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4038-11/12	Dept. of Technology	Current Approved Amount \$518,045 Increase Amount Requested \$2,000,000 New Total Amount Requested \$2,518,045	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.	Modification	9/30/14

March 4, 2013:

Continued PSC # 4038-11/12 after the department has re-posted the contract to reflect the correct ending date.

Recommendation: Adopt the report; Approve the request for Proposed Personal Services Contract #4038-11/12. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (11) Appeal by Aissa El Allali of the rejection of his application for the 9102 Transit Car Cleaner Examination. (File No. 0029-13-4) - Action Item**

Recommendation: Adopt the report. Deny the appeal of Aissa El Allali.

- (12) Proposed Adoption of Rule Amendments to Civil Service Commission Rule Volume IV – New Pilot Rule 411A Position-Based Testing for MTA Service-Critical Employees. (File 0088-13-5) – Action Item**

March 18, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

Recommendation: Accept the report. Adopt the changes to Civil Service Commission Rule Volume IV – New Pilot Rule 411A – Position Based Testing for MTA Service-Critical Employees.

- (13) Annual Adjustment (5th year of 5-year cycle) of Salary for Member, Board of Supervisors in accordance with Civil Service Commission Action of May 4, 2009; and Salaries (2nd year of 5-year cycle) for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2013-14. (File 0135-13-3) – Action Item**

Recommendation: Accept the report. Certify the salary of Member, Board of Supervisors in accordance with Charter Section 2.100, and the salaries of Elected Officials in accordance with Charter Section A8.409-1, for timely transmittal to the Controller for inclusion in the FY 2013-14 budget.

- (14) Annual Certification of Benefits for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) and Members of the Board of Supervisors for Fiscal Year 2013-14 of the City and County of San Francisco in accordance with Charter Section A8-409-1. (File 0136-13-3) – Action Item**

Recommendation: Accept the report. Certify the benefits of Elected Officials and Member, Board of Supervisors for Fiscal Year 2013-14 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2013.

CLOSED SESSION AGENDA

- (15) Public comment on all matters pertaining to Items #16 through #22.
- (16) Vote on whether to hold agenda Item #19 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (17) Vote on whether to hold agenda Item #20 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (18) Vote on whether to hold agenda Item #21 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (19) Closed Session – Appeal of the Human Resources Director's Determination on Future Employability with the City and County of San Francisco of a Former Peace Officer of the City and County of San Francisco. (File No. 0015-13-7) – Action Item
- (20) Closed Session – Appeal of the Human Resources Director's Determination on Future Employability with the City and County of San Francisco of a Former Peace Officer of the City and County of San Francisco. (File No. 0074-09-7) – Action Item
- (21) Closed Session – Appeal of the Human Resources Director's Determination of Insufficient Evidence to Sustain a Peace Officer's Claim of Retaliation. (File No. 0039-06-6) – Action Item
- (22) Reconvene in Open Session.
 - a) Vote to elect whether to disclose any or all discussions held on Item #19 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
 - b) Vote to elect whether to disclose any or all discussions held on Item #20 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
 - c) Vote to elect whether to disclose any or all discussions held on Item #21 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
- (23) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (24) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES

Regular Meeting
April 15, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond (Excused – Notified Absence)
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

President Kate Favetti presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 1, 2013

Action: Adopted. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

Announcement of changes to the agenda. Robert Hester, SEIU Local 1021 representative, requested that Item #8 on the Agenda (Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014) be postponed to the meeting of May 6, 2013. Human Resources Director Micki Callahan did not object to the request.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director notified the Civil Service Commission that the Department of Human Resources will soon be implementing a new testing program through a contract with the National Testing Network to create continuous eligible lists for entry-level police officer and firefighter positions, which will significantly increase diversity. The Department of Human Resources will brief the Commission on the new program soon.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0133-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-12/13	Business Economic Development	\$350,000	The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.	Regular	6/30/15
4106-12/13	Business Economic Development	\$820,000	The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.	Regular	12/31/17
4107-12/13	Public Utilities Commission	\$8,000,000	The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multibillion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.	Regular	12/31/21
4108-12/13	Dept. of Technology	\$8,000,000	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	Regular	6/30/17

Civil Service Commission Meeting Minutes

Regular Meeting of April 15, 2013

3062-11/12	Child Support Services	Current Approved Amount \$28,500 Increase Amount Requested \$28,500 New Total Amount Requested \$57,000	Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgment and child support orders.	Modification	5/31/14
3066-10/11	Child Support Services	Current Approved Amount \$50,000 Increase Amount Requested \$10,000 New Total Amount Requested \$60,000	Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.	Modification	11/30/13
4062-10/11	Arts Commission	Current Approved Amount \$5,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$9,000,000\$	Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project. There are four stations with multiple public art projects at each station.	Modification	12/31/20
4075-09/10	Public Works	Current Approved Amount \$6,000,000 Increase Amount Requested \$3,600,000 New Total Amount Requested \$9,600,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as needed contracts of \$800,000 each, and intends to award six (6) additional contracts of \$600,000 each for five (5) years.	Modification	12/31/19

Speakers: David Scott and Tyrone Jue, Public Utilities Commission, spoke on PSC# 4107-12/13.
Jennifer Lovvorn, Arts Commission, spoke on PSC# 4062-10/11.

Action:

- 1) Approved PSC# 4107-12/13 on the condition that the PUC report back to the Civil Service Commission after five years with an update on the contract. (Vote of 3 to 0)
- 2) Approved PSC# 4062-10/11 on the condition that the Arts Commission report back to the Civil Service Commission after four years with an update on the status of the contract. (Vote of 3 to 0)
- 3) Approved PSC# 4075-09/10 on the condition that the Department of Public Works report back to the Civil Service Commission after three years with an update on the status of the contract. (Vote of 3 to 0)
- 4) Adopted the report; Approved the remainder of the requests for proposed personal services contracts (PSC#s 4105-12/13, 4106-12/13, 4108-12/13, 3062-11/12 and 3066-10/11). Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0118-13-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014. (Item No. 8)

Action: Postponed to the meeting of May 6, 2013 at the request of SEIU, Local 1021. (Vote of 3 to 0)

0134-13-2 Request by the Department of Human Resources to postpone submission of the Joint Report on the classification concerns that were raised at the Civil Service Commission meeting of February 4, 2013 related to Item #17 (Appeal by Sin Yee Poon on behalf of SEIU Local 1021 regarding the Job Announcement for Class 2903 Eligibility Worker). (Item No. 9)

February 4, 2013: The Commission directed the Executive Officer and the Human Resources Director to meet with SEIU Local 1021 to discuss the classification concerns that were raised, and to provide a report clarifying the issues and identifying the avenues of resolution within the jurisdiction of the Civil Service Commission by April 2013.

Action: Accepted the request for postponement. (Vote of 3 to 0)

0133-13-8 Review of request for approval of proposed personal services contracts. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4038-11/12	Dept. of Technology	Current Approved Amount \$518,045 Increase Amount Requested \$2,000,000 New Total Amount Requested \$2,518,045	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.	Modification	9/30/14

March 4, 2013: Continued PSC # 4038-11/12 after the department has re-posted the contract to reflect the correct ending date.

Speakers: Jack Chin, Department of Technology

Action: Adopted the report; Approved the request for Proposed Personal Services Contract #4038-11/12. Notified the Office of the Controller and the Office of Contract Administration.
(Vote of 3 to 0)

0029-13-4 Appeal by Aissa El Allali of the rejection of his application for the 9102 Transit Car Cleaner Examination. (Item No. 11)

Speakers: Clare Leung, SF Municipal Transportation Agency
Robert Castellanos, SF Municipal Transportation Agency
Aissa El Allali, Appellant

Action: Adopted the report. Denied the appeal of Aissa El Allali.
(Vote of 3 to 0)

0088-13-5 Proposed Adoption of Rule Amendments to Civil Service Commission Rule Volume IV – New Pilot Rule 411A Position-Based Testing for MTA Service-Critical Employees. (Item No. 12)

March 18, 2013: Accepted the Executive Officer's report; Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

Speakers: Derek Kim, SF Municipal Transportation Agency

Action: Accepted the report. Adopted the changes to Civil Service Commission Rule Volume IV – New Pilot Rule 411A – Position Based Testing for MTA Service-Critical Employees. (Vote of 3 to 0)

0135-13-3 Annual Adjustment (5th year of 5-year cycle) of Salary for Member, Board of Supervisors in accordance with Civil Service Commission Action of May 4, 2009; and Salaries (2nd year of 5-year cycle) for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2013-14. (Item No. 13)

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. Certified the salary of Member, Board of Supervisors in accordance with Charter Section 2.100, and the salaries of Elected Officials in accordance with Charter Section A8.409-1, for timely transmittal to the Controller for inclusion in the FY 2013-14 budget. (Vote of 3 to 0)

0136-13-3 Annual Certification of Benefits for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) and Members of the Board of Supervisors for Fiscal Year 2013-14 of the City and County of San Francisco in accordance with Charter Section A8-409-1. (Item No. 14)

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report. Certified the benefits of Elected Officials and Member, Board of Supervisors for Fiscal Year 2013-14 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2013. (Vote of 3 to 0)

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #16 through #22. (Item No. 15)

None.

Vote on whether to hold agenda Item #19 in Closed Session—Action Item. (Item No. 16)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item # 19 in Closed Session.
(Vote of 3 to 0)

Vote on whether to hold agenda Item #20 in Closed Session—Action Item. (Item No. 17)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item # 20 in Closed Session.
(Vote of 3 to 0)

Vote on whether to hold agenda Item #21 in Closed Session—Action Item. (Item No. 18)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item # 21 in Closed Session.
(Vote of 3 to 0)

The Closed Session started at 2:57 p.m. in City Hall, Room 400.

0015-13-7 Closed Session – Appeal of the Human Resources Director’s Determination on Future Employability with the City and County of San Francisco of a Former Peace Officer of the City and County of San Francisco. (Item No. 19)

The following individuals were present for Item #19.

Kate Favetti, President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Alice Villagomez, San Francisco Police Department
Ashley Worsham, San Francisco Police Department
Appellant

- 0071-09-7 Closed Session – Appeal of the Human Resources Director’s Determination on Future Employability with the City and County of San Francisco of a Former Peace Officer of the City and County of San Francisco. (Item No. 20)**

The following individuals were present for Item #20.

Kate Favetti, President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Alice Villagomez, San Francisco Police Department
Ashley Worsham, San Francisco Police Department

- 0039-06-6 Closed Session – Appeal of the Human Resources Director’s Determination of Insufficient Evidence to Sustain a Peace Officer’s Claim of Retaliation. (Item No. 21)**

The following individuals were present for Item #21.

Kate Favetti, President, Civil Service Commission
Mary Y. Jung, Commissioner, Civil Service Commission
E. Dennis Normandy, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Linda Simon, Department of Human Resources
Mary Hao, Department of Human Resources
Freya Horne, Sheriff’s Department
Rafal Ofierski, City Attorney’s Office

Closed Session ended at 3:48 p.m.; the Civil Service Commission reconvened in Open Session at 3:50 p.m. (Item No. 22)

- a) Vote to elect whether to disclose any or all discussions held on Item #19 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

- b) Vote to elect whether to disclose any or all discussions held on Item #20 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

- c) **Vote to elect whether to disclose any or all discussions held on Item #21 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 23)

None.

ADJOURNMENT (Item No. 24)

3:53 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 25, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED ADOPTION OF RULE AMENDMENTS TO CIVIL SERVICE COMMISSION RULE SERIES 003 – EQUAL EMPLOYMENT OPPORTUNITY, AFFECTING ALL EMPLOYEES.

The above matter will be considered by the Civil Service Commission at a meeting to be held on May 6, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m. Such materials will also be posted on the Commission's website at www.sfgov.org/civil_service by the end of the day on Wednesday, May 1, 2013.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Jennifer Johnston".

JENNIFER JOHNSTON
Executive Officer

04-25-13P12:38 RCVD

Attachment

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 25, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: PROPOSED RULE AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE SERIES 015 – RULES RELATED TO THE
EMPLOYMENT OF PERSONS WITH DISABILITIES, AFFECTING
ALL EMPLOYEES**

The above matter will be considered by the Civil Service Commission at a meeting to be held on May 6, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

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04-25-13P12:38 RCVD

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 25, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVISIONS TO THE CIVIL SERVICE COMMISSION'S POLICY, PROCEDURES AND GUIDELINES ON PERSONAL SERVICES CONTRACTS.

The above matter will be considered by the Civil Service Commission at a meeting to be held on May 6, 2013 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Jennifer Johnston".

JENNIFER JOHNSTON
Executive Officer

Attachment

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

A G E N D A

Regular Meeting
May 6, 2013

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

KATE FAVETTI
PRESIDENT

COTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

NIFER C. JOHNSTON
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Civil Service Commission Meeting Agenda

Regular Meeting of May 6, 2013

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As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 6, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 15, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0151-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4109-12/13	Airport Commission	\$2,450,000	The Airport is seeking security consulting services to assist Airport Aviation Security staff by providing aviation security industry "best practices", methods, and procedures relating to a wide variety of special systems, including, but not limited to; perimeter intrusion detection systems (PIDS), fence motion sensing devices, gate access control systems, closed circuit television (CCTV), video analytics, and license plate recognition (LPR) systems. The security consultant will also provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport's Security Operations Center (SOC), as well as produce detailed technical specifications, drawings and documents for future requests for proposals (RFPs).	Regular	12/31/20
4110-12/13	Public Utilities Commission	\$80,000,000	Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility treating up to 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP produces up to 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Southeast Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.	Regular	3/31/24
4111-12/13	Public Utilities Commission	\$1,000,000	The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.	Regular	10/1/18
4112-12/13	Recreation and Park	\$3,200,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2012 CSNPB projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, system compatibility, sub-grade information, existing utilities and interfaces with existing operations as well as access, egress, availability of proposed building materials, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	5/31/18

Civil Service Commission Meeting Agenda

Regular Meeting of May 6, 2013

4113-12-/13	Municipal Transportation Agency	\$8,200,000	Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) with proprietary software and Automatic Vehicle Location System (AVLS) including software updates, non-custom software upgrades that the contractor provides to other customers, equipment repair and maintenance, system support surfaces necessary to maintain the operations of the AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. The contractor will provide training of SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may perform the maintenance of the AVLS equipment.	Regular	7/31/17
4114-12/12	General Services Agency	\$56,000	To provide 5 card key entry systems throughout building, complete with suppressors, electric locking, card keys and elevator access control. To provide 6 dome cameras throughout the building, complete with 6 Terabyte (TB) video recorder, 40" flat screen monitor and network switch.	Regular	6/30/14
4017-11/12	Airport Commission	Current Approved Amount \$350,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$1,350,000	This is an agreement to partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Since there continues to be need for this service, the Airport is modifying this request to extend the term to continue having SamTrans Owl Bus service operate during late night hours.	Modification	8/14/18
4152-08/09	Airport Commission	Current Approved Amount \$5,150,000 Increase Amount Requested \$3,900,000 New Total Amount Requested \$9,050,000	Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations, especially those pertaining to airports; and performing airport sustainability and climate change planning. These tasks may include, but are not limited to: obtaining regulatory permits and approvals; consultation with regulatory agencies and public outreach; producing environmental studies, disclosure; performing specialized natural resource investigations; performing technical analyses and modeling; conducting specialized environmental monitoring; conducting specialized environmental studies and providing recommendations; monitoring of construction sites and airport-managed environmental mitigation sites in accordance with appropriate federal, state, regional and local environmental regulations.	Modification	6/30/18
2011-08/09	Public Health	Current Approved Amount \$119,000,000 Increase Amount Requested \$47,000,000 New Total Amount Requested \$166,000,000	Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting in and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.	Modification	6/30/16

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014.
(File No. 0118-13-3) – Action Item**

April 15, 2013: Postponed to the meeting of May 6, 2013 at the request of SEIU, Local 1021.

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public and Private) in effect on April 15, 2013.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(9) Request by Vernelle Gomez-Boyd to lift the waiver on her future employment restrictions with the Department of Parking and Traffic (Municipal Transportation Agency).
(File No. 0150-13-7) - Action Item**

Recommendation: Accept the Municipal Transportation Agency's recommendation. Approve the request by Vernelle Gomez-Boyd to lift the ban on her future employment restrictions with the former Department of Parking and Traffic (Municipal Transportation Agency).

**(10) Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees.
(File 0089-13-5) – Action Item**

March 18, 2013: Postponed to the meeting of April 1, 2013 so that the Department of Human Resources can fully respond to the Civil Service Commission's questions regarding the proposed revisions to Rule Series 015.

April 1, 2013: Adopted the report. Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

Recommendation: Accept the Executive Officer's report; Adopt the changes to Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees.

- (11) **Proposed Rule Amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Affecting All Employees. (File 0090-13-5) – Action Item**

March 18, 2013: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

Recommendation: Accept the Executive Officer's report; Adopt the changes to Rule Series 003 – Equal Employment Opportunity, Affecting All Employees.

- (12) **Revisions to the Civil Service Commission's Policy, Procedures and Guidelines on Personal Services Contracts. (File 0059-13-1) – Action Item**

March 4, 2013: Continued the matter to a later meeting so that the Executive Officer can work with President Favetti to incorporate additional revisions made by the Commission.

Recommendation: Adopt Executive Officer's report; direct the Executive Officer to post the proposed revisions to the proposed revisions to the 2007 Policy Memorandum for adoption; direct the Executive Officer to update Civil Service Adviser No. 017/2002 once the revisions to the 2007 Policy memorandum have been adopted by the Commission; direct DHR to revise and reissue the procedural guidelines and instructions in an updated memorandum to the 1996 Joint Instructions consistent with the Commission's updated policy memorandum.

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting May 6. 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	(Notified Absence)
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 15, 2013

Action: Adopted. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5) GOVERNMENT DOCUMENTS DEPT

None.

MAY 13 2013

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EXECUTIVE OFFICER'S REPORT (Item No. 6)

As of May 6, 2013, the Civil Service Commission (CSC) has resolved 83% of the appeals for Fiscal Year 2012-13. The CSC Performance Measure Target for Fiscal Year 2012-13 is to resolved 65% of the appeals received in the Commission. This has been a great achievement with the support of the City Attorney's Office, the Department of Human Resources, and other departments. Peace Officer Appeals from previous years have either been resolved or heard by the Commission. Also, with much assistance from the Department of Technology, the Civil Service Commission has updated its website to be more user friendly in accessing public information.

0151-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4109-12/13	Airport Commission	\$2,450,000	The Airport is seeking security consulting services to assist Airport Aviation Security staff by providing aviation security industry 'best practices', methods, and procedures relating to a wide variety of special systems, including, but not limited to; perimeter intrusion detection systems (PIDS), fence motion sensing devices, gate access control systems, closed circuit television (CCTV), video analytics, and license plate recognition (LPR) systems. The security consultant will also provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport's Security Operations Center (SOC), as well as produce detailed technical specifications, drawings and documents for future requests for proposals (RFPs).	Regular	12/31/20
4110-12/13	Public Utilities Commission	\$80,000,000	Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility treating up to 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP produces up to 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Southeast Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.	Regular	3/31/24
4111-12/13	Public Utilities Commission	\$1,000,000	The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.	Regular	10/1/18
4112-12/13	Recreation and Park	\$3,200,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2012 CSNPB projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, system compatibility, sub-grade information, existing utilities and interfaces with existing operations as well as access, egress, availability of proposed building materials, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	Regular	5/31/18

Civil Service Commission Meeting Minutes

Regular Meeting of January 7, 2013

4113-12-/13	Municipal Transportation Agency	\$8,200,000	Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) with proprietary software and Automatic Vehicle Location System (AVLS) including software updates, non-custom software upgrades that the contractor provides to other customers, equipment repair and maintenance, system support surfaces necessary to maintain the operations of the AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. The contractor will provide training of SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may perform the maintenance of the AVLS equipment.	Regular	7/31/17
4114-12/12	General Services Agency	\$56,000	To provide 5 card key entry systems throughout building, complete with suppressors, electric locking, card keys and elevator access control. To provide 6 dome cameras throughout the building, complete with 6 Terabyte (TB) video recorder, 40" flat screen monitor and network switch.	Regular	6/30/14
4017-11/12	Airport Commission	Current Approved Amount \$350,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$1,350,000	This is an agreement to partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Since there continues to be need for this service, the Airport is modifying this request to extend the term to continue having SamTrans Owl Bus service operate during late night hours.	Modification	8/14/18
4152-08/09	Airport Commission	Current Approved Amount \$5,150,000 Increase Amount Requested \$3,900,000 New Total Amount Requested \$9,050,000	Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations, especially those pertaining to airports; and performing airport sustainability and climate change planning. These tasks may include, but are not limited to: obtaining regulatory permits and approvals; consultation with regulatory agencies and public outreach; producing environmental studies, disclosure; performing specialized natural resource investigations; performing technical analyses and modeling; conducting specialized environmental monitoring; conducting specialized environmental studies and providing recommendations; monitoring of construction sites and airport-managed environmental mitigation sites in accordance with appropriate federal, state, regional and local environmental regulations.	Modification	6/30/18
2011-08/09	Public Health	Current Approved Amount \$119,000,000 Increase Amount Requested \$47,000,000 New Total Amount Requested \$166,000,000	Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting in and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.	Modification	6/30/16

Speakers:

Cynthia Avakian and Rob Forester, Airport Commission, spoke on PSC #4109-12/13
 Kofo Domingo and Carolyn Chiu, Public Utilities Commission, spoke on PSC #4110-12/13
 Jacquie Hale, Department of Public Health and Joseph Tanner, SEIU, Local 1021 spoke on PSC #2011-08/09

- Action:**
- (1) Adopted the report; approved the request for PSC #4109-12/13 on the condition that the Airport Commission reports back to the Civil Service Commission in four (4) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
 - (2) Adopted the report; approved the request for PSC #4110-12/13 on the condition that the Public Utilities Commission report back to the Civil Service Commission in four (4) years and in eight (8) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
 - (3) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0118-13-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014. (Item No. 8)

April 15, 2013: Postponed to the meeting of May 6, 2013 at the request of SEIU, Local 1021.

Speakers: None.

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public and Private) in effect on April 15, 2013. (Vote of 3 to 0)

0150-13-7 Request by Vernelle Gomez-Boyd to lift the waiver on her future employment restrictions with the Department of Parking and Traffic (Municipal Transportation Agency). (Item No. 9)

Speakers: Parveen Boparai, Municipal Transportation Agency
Vernelle Gomez-Boyd, Appellant

Action: Continued to the meeting of June 3, 2013 at the request of the President Kate Favetti. President Favetti requested that a comprehensive staff report be prepared for the Commission to also address the ban from the San Francisco International Airport. (Vote of 3 to 0)

Note: *President Favetti reminded departments that whenever a request to lift a ban is submitted, they need to check with the Department of Human Resources and the Civil Service Commission if there are older records on file. (Vote of 3 to 0)*

0089-13-5 Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees. (Item No. 10)

March 18, 2013: Postponed to the meeting of April 1, 2013 so that the Department of Human Resources can fully respond to the Civil Service Commission's questions regarding the proposed revisions to Rule Series 015.

April 1, 2013: Adopted the report. Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

Speakers: Sandra Eng, Assistant Executive Officer

Action: Adopted the report. Adopted the changes to Civil Service Commission Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees. (Vote of 3 to 0)

0090-13-5 Proposed Rule Amendments to Civil Service Commission Rule Series 003 – Equal Employment Opportunity Affecting All Employees. (Item No. 11)

March 18, 2013: Accept the Executive Officer's report; Direct the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions.

Speakers: Sandra Eng, Assistant Executive Officer

Action: Accepted the report. Adopted the changes to Civil Service Commission Rule Series 003 – Equal Employment Opportunity, Affecting All Employees. (Vote of 3 to 0)

0059-13-1 Revisions to the Civil Service Commission's Policy, Procedures and Guidelines on Personal Services Contracts. (Item No. 12)

March 4, 2013: Continued the matter to a later meeting so that the Executive Officer can work with President Favetti to incorporate additional revisions made by the Commission.

Speakers: Brooke Demmerle, SEIU Local 1021
Joe Brenner, IFPTE Local 21
David Canham, SEIU Local 1021
Jacquie Hale, Department of Public Health
Dave Curto, Human Services Agency
Ileana Samanc, Department of Human Resources
Harry Baker, SEIU Local 1021
Joseph Tanner, SEIU Local 1021
Kevin Hughes, Local 6
Bob Britton, IFPTE Local 21
Shari Zinn, SEIU Local 1021
Cynthia Avakian, Airport
Catherine McGuire, Juvenile Probation
Gordon Choy, Department of Public Works

0059-13-1 Cont.

Action:

Adopt Executive Officer's report; direct the Executive Officer to post the proposed revisions to the proposed revisions to the 2007 Policy Memorandum for adoption; direct the Executive Officer to update Civil Service Adviser No. 017/2002 once the revisions to the 2007 Policy memorandum have been adopted by the Commission; direct DHR to revise and reissue the procedural guidelines and instructions in an updated memorandum to the 1996 Joint Instructions consistent with the Commission's updated policy memorandum.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Commissioner Normandy heard a disturbing report on the news about cars that have been towed by the San Francisco Police Department and then stolen from the towing company's lot, which is under the auspices of the Municipal Transportation Agency (MTA). Commissioner Normandy is concerned because security is very high on the City's priority list. He requested background information on the MTA contract relevant to that towing company.

ADJOURNMENT (Item No. 14)

4:46 p.m.

May 20, 2013

Civil Service Commission - May 20, 2013

A G E N D A

Regular Meeting

May 20, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

-

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to

procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting.

Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time

allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

1. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time

will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco

Civil Service Commission

Agenda for Regular Meeting

May 20, 2013

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti

Vice President Scott R. Heldfond

Commissioner Mary Y. Jung

Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 6, 2013

Recommendation: Adopt.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda

Other announcements

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

(6) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (7) **Review of request for approval of proposed personal services contracts.**
(File No. 0161-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-12/13	Controller	\$66,000	Vendor will provide proprietary hardware, software and related services for employee time collection as part of the second phase of the City's eMerge PeopleSoft Human Capital Management implementation. Services will include hardware and software installation configuration, integration with PeopleSoft 9.0, system testing and user training.	Regular	12/31/13

4116-12/13	Business, Economic Development	\$150,000	Conduct qualitative research of workforce system users in order to better understand their needs and how the workforce system can better meet those needs. The research process will include interviewing job seekers and employers, analysis of interview results, analysis of similar processes and systems, and a facilitated workshop for the creation of prototypical system users and areas for system improvement. The project will use internationally-recognized, award-winning person-centered design methodology.	Regular	6/30/15
4117-12/13	Mayor	\$520,000	Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 Code of Federal Regulations (CFR) Part 58 for the Mayor's Office of Housing (MOH). MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments and the San Francisco Housing Authority have been prepared in accordance with the applicable federal laws, regulations and authorities. Additionally, MOH also is responsible for preparation of ERRs for various Community Development Block Grant (CDBG), HOME Investment Partnership Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) funded projects managed in-house by City staff. The records required by Part 58 include Environmental Impact Statements, Environmental Assessments, Statutory Worksheets and Exemptions.	Regular	6/30/16

4118-12/13	Airport Commission	\$500,000	The Hotel Development Consultant will advise Airport staff on the planning and development of a proposed full service luxury hotel to be built on Airport property and leased to a Hotel operator. The consultant will perform in an advisory role providing support on tasks such as: initial planning; definition of the hotel concept in terms of number and size of guest rooms, ancillary facilities and hotel branding; hotel layout; selection of a qualified hotel operator, identification of key terms in the operation agreement; and advice for work performed by other consultants	Regular	6/30/18
4119-12/13	Airport Commission	\$500,000	Consultant will conduct coastal and geotechnical studies for channel dredging that will provide access to SFO's Marine Emergency Response Facility (MERF), Marine Emergency Reception Dock (MERD) and the boat ramp. The existing water bottom around the Airport is too high and does not meet water depth guidelines set forth by the California Department of Boating and Waterways (CDBW) and US Army Corps of Engineers (USACE) for boat access during low tide hours. The consultant will provide bathymetry data, collect and characterize soil samples, and provide expert recommendation on channel design.	Regular	1/31/16
4120-12/13	Public Library	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	Regular	1/31/21

4121-12/13	Emergency Management	\$240,000	This UASI 2012 Grant project is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. In addition to the purchase of proprietary software and hardware, vendor(s) will also provide professional services including system design, installation, testing, training, support, and overall project management.	Regular	11/30/13
4122-12/13	Emergency Management	\$450,000	Contractor will coordinate and evaluate pre-disaster planning, response, and resource sharing amongst the Bay Area UASI Region and private sector businesses in order to address community resiliency, infrastructure, and economic recovery gaps. Contractor will provide a Bay Area Public-Private Strategic Plan which will include communication and collaboration protocols to facilitate information sharing. The plan will also include resource and donation access, logistic/supply chain resumption, and a recovery plan with the private sector. Contractor will also conduct tabletop and virtual exercises to test protocols prior to finalizing the Strategic Plan.	Regular	4/30/16
4123-12/13	Public Health	\$1,220,000	Contractors will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.	Regular	9/30/16

4124-12/13	Public Health	\$5,000,000	The contractor(s) will develop and implement an integrated communicable disease data system to coordinate data collection, processing, management, analysis and interpretation related to health, morbidity and program services to support public health actions (e.g., outbreak investigation, partner services, etc.), and preventative services, as well delivering integrated services at both the individual and community level. *NOTE: The value of this request is the estimated cost of the professional services needed to implement the system, and does not include the license or maintenance cost of the software.	Regular	6/30/18
4125-12/13	Public Health	\$575,000	Part of the Affordable Care Act is establishing Nurse-Family Partnership (NFP) programs to help first-time mothers using a proven evidence-based community health program model that meets federal requirements and recommendations. This program establishes a partnership between a new mom early in her pregnancy with a registered nurse making ongoing home visits. This well-researched program is being federally funded on a national level as it has been proven to help families and communities become stronger while saving money for state, local and federal governments. These services will establish a direct connection with the federal NFP reporting system that aligns with DPH's Targeted Case Management (TCM) Online Billing System in order to meet all federal requirements for the documentation required to receive federal funding for both programs by providing a web-based case management system enabled for access by DPH Maternal and Child Health (MCAH) visiting nurses using handheld devices.	Regular	6/30/18

4126-12/13	Public Works	\$20,558,000	Department of Public Works (DPW) is seeking two qualified teams of architectural and engineering (A/E) consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively	Regular	4/1/19
4084-05/06	Airport Commission	<p>Current Approved Amount</p> <p>\$9,025,000</p> <p>Increase Amount Requested</p> <p>\$2,500,000</p> <p>New Total Amount Requested</p> <p>\$11,525,000</p>	Planning of airport facilities and resources to serve the core aviation business of the Airport. Scope of projects range from project-specific planning to integrated facilities master planning, including (1) forecasting future aviation activity levels, (2) developing common use standards for airport facilities and systems, (3) recommending facility improvements to enhance level of service and asset utilization, (4) updating airport layout plan, land use plan, and other planning documents, (5) planning support for airfield development projects, (6) airfield and airspace simulation modeling of NextGen and other advanced navigation technologies, (7) terminal and roadway simulation modeling in support of terminal and ground access planning projects, and (8) technical noise analysis in support of broader land use planning initiatives.	Modification	6/30/18

4038-12/13	Police	<p>Current Approved Amount</p> <p>\$655,000</p> <p>Increase Amount Requested</p> <p>\$0</p> <p>New Total Amount Requested</p> <p>\$655,000</p>	<p>This service is necessary to expand the current system an additional six square miles. This will allow the Police Department to detect and locate gunshots in almost real time in a larger area of the City. This will allow for a quick response time and a reduction in crime. The purchase also includes a 32 month warranty period upon acceptance of the system.</p>	Modification	2/28/18
3104-11/12	Health Service System	<p>Current Approved Amount</p> <p>\$40,000</p> <p>Increase Amount Requested</p> <p>\$160,000</p> <p>New Total Amount Requested</p> <p>\$200,000</p>	<p>One-hour exercise and stress management sessions provided during lunch hours at City Hall, Airport and various other City offices. Sessions are provided by multiple contractors and are designed to promote health and wellbeing. Some of the sessions include Yoga stretch, zumba, Qigong, and this year the additional offering of a University of California of San Francisco (UCSF)-led stress management class taught by UCSF faculty members. Classes are practiced in a group setting which enhances energy level and has a positive effect on individual's well-being. Sessions are designed to inform and educate people while physical classes relax muscles tensions, increase range of movement, improve circulation and center one emotionally.</p>	Modification	6/30/16

Recommendation:

Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Appeal of changes to the Job Specification for the Administrative Hearing Examiner, (Job Code 8167), Notice of Final Action No. 4 SFMTA (FY 2012/2013, Effective February 21, 2013) by IFPTE, Local 21, Authorized Representative, Ms. Sharon E. Jenkins.
(File No. 0097-13-2) - Action Item**

Recommendation: Accept the report; Sustain the decision of the Director of Transportation. Deny the appeal by IFPTE, Local 21, authorized representative, Ms. Sharon E. Jenkins.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting May 20, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

0/13
KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:06 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

GOVERNMENT
DOCUMENTS DEPT

MAY 31 2013

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PUBLIC LIBRARY

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Alex Tonisson, IFPTE Local 21, speaking on behalf of a former Redevelopment Agency employee, he requested the Commission for this employee to be put back on the eligible list.

Angela Heyward, former Redevelopment Agency employee, requested to be put back on the eligible list.

Gabriela Cardona, former Redevelopment Agency employee, requested status on the placement of these employees, she stated that she is one of the few who have not been placed.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 6, 2013

Action: Adopted as amended. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**EXECUTIVE OFFICER'S REPORT (Item No. 6)****0161-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-12/13	Controller	\$66,000	Vendor will provide proprietary hardware, software and related services for employee time collection as part of the second phase of the City's eMerge PeopleSoft Human Capital Management implementation. Services will include hardware and software installation configuration, integration with PeopleSoft 9.0, system testing and user training.	Regular	12/31/13
4116-12/13	Business, Economic Development	\$150,000	Conduct qualitative research of workforce system users in order to better understand their needs and how the workforce system can better meet those needs. The research process will include interviewing job seekers and employers, analysis of interview results, analysis of similar processes and systems, and a facilitated workshop for the creation of prototypical system users and areas for system improvement. The project will use internationally-recognized, award-winning person-centered design methodology.	Regular	6/30/15
4117-12/13	Mayor	\$520,000	Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 Code of Federal Regulations (CFR) Part 58 for the Mayor's Office of Housing (MOH). MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments and the San Francisco Housing Authority have been prepared in accordance with the applicable federal laws, regulations and authorities. Additionally, MOH also is responsible for preparation of ERRs for various Community Development Block Grant (CDBG), HOME Investment Partnership Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) funded projects managed in-house by City staff. The records required by Part 58 include Environmental Impact Statements, Environmental Assessments, Statutory Worksheets and Exemptions.	Regular	6/30/16
4118-12/13	Airport Commission	\$500,000	The Hotel Development Consultant will advise Airport staff on the planning and development of a proposed full service luxury hotel to be built on Airport property and leased to a Hotel operator. The consultant will perform in an advisory role providing support on tasks such as: initial planning; definition of the hotel concept in terms of number and size of guest rooms, ancillary facilities and hotel branding; hotel layout; selection of a qualified hotel operator, identification of key terms in the operation agreement; and advice for work performed by other consultants	Regular	6/30/18

Civil Service Commission Meeting Minutes

Regular Meeting of May 20, 2013

4119-12/13	Airport Commission	\$500,000	Consultant will conduct coastal and geotechnical studies for channel dredging that will provide access to SFO's Marine Emergency Response Facility (MERF), Marine Emergency Reception Dock (MERD) and the boat ramp. The existing water bottom around the Airport is too high and does not meet water depth guidelines set forth by the California Department of Boating and Waterways (CDBW) and US Army Corps of Engineers (USACE) for boat access during low tide hours. The consultant will provide bathymetry data, collect and characterize soil samples, and provide expert recommendation on channel design.	Regular	1/31/16
4120-12/13	Public Library	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	Regular	1/31/21
4121-12/13	Emergency Management	\$240,000	This UASI 2012 Grant project is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. In addition to the purchase of proprietary software and hardware, vendor(s) will also provide professional services including system design, installation, testing, training, support, and overall project management.	Regular	11/30/13
4122-12/13	Emergency Management	\$450,000	Contractor will coordinate and evaluate pre-disaster planning, response, and resource sharing amongst the Bay Area UASI Region and private sector businesses in order to address community resiliency, infrastructure, and economic recovery gaps. Contractor will provide a Bay Area Public-Private Strategic Plan which will include communication and collaboration protocols to facilitate information sharing. The plan will also include resource and donation access, logistic/supply chain resumption, and a recovery plan with the private sector. Contractor will also conduct tabletop and virtual exercises to test protocols prior to finalizing the Strategic Plan.	Regular	4/30/16
4123-12/13	Public Health	\$1,220,000	Contractors will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.	Regular	9/30/16
4124-12/13	Public Health	\$5,000,000	The contractor(s) will develop and implement an integrated communicable disease data system to coordinate data collection, processing, management, analysis and interpretation related to health, morbidity and program services to support public health actions (e.g., outbreak investigation, partner services, etc.) and preventative services, as well delivering integrated services at both the individual and community level. *NOTE: The value of this request is the estimated cost of the professional services needed to implement the system, and does not include the license or maintenance cost of the software.	Regular	6/30/18

Civil Service Commission Meeting Minutes

Regular Meeting of May 20, 2013

4125-12/13	Public Health	\$575,000	Part of the Affordable Care Act is establishing Nurse-Family Partnership (NFP) programs to help first-time mothers using a proven evidence-based community health program model that meets federal requirements and recommendations. This program establishes a partnership between a new mom early in her pregnancy with a registered nurse making ongoing home visits. This well-researched program is being federally funded on a national level as it has been proven to help families and communities become stronger while saving money for state, local and federal governments. These services will establish a direct connection with the federal NFP reporting system that aligns with DPH's Targeted Case Management (TCM) Online Billing System in order to meet all federal requirements for the documentation required to receive federal funding for both programs by providing a web-based case management system enabled for access by DPH Maternal and Child Health (MCAH) visiting nurses using handheld devices.	Regular	6/30/18
4126-12/13	Public Works	\$20,558,000	Department of Public Works (DPW) is seeking two qualified teams of architectural and engineering (A/E) consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively	Regular	4/1/19
4084-05/06	Airport Commission	Current Approved Amount \$9,025,000 Increase Amount Requested \$2,500,000 New Total Amount Requested \$11,525,000	Planning of airport facilities and resources to serve the core aviation business of the Airport. Scope of projects range from project-specific planning to integrated facilities master planning, including (1) forecasting future aviation activity levels, (2) developing common use standards for airport facilities and systems, (3) recommending facility improvements to enhance level of service and asset utilization, (4) updating airport layout plan, land use plan, and other planning documents, (5) planning support for airfield development projects, (6) airfield and airspace simulation modeling of NextGen and other advanced navigation technologies, (7) terminal and roadway simulation modeling in support of terminal and ground access planning projects, and (8) technical noise analysis in support of broader land use planning initiatives.	Modification	6/30/18
4038-12/13	Police	Current Approved Amount \$655,000 Increase Amount Requested \$0 New Total Amount Requested \$655,000	This service is necessary to expand the current system an additional six square miles. This will allow the Police Department to detect and locate gunshots in almost real time in a larger area of the City. This will allow for a quick response time and a reduction in crime. The purchase also includes a 32 month warranty period upon acceptance of the system.	Modification	2/28/18
3104-11/12	Health Service System	Current Approved Amount \$40,000 Increase Amount Requested \$160,000 New Total Amount Requested \$200,000	One-hour exercise and stress management sessions provided during lunch hours at City Hall, Airport and various other City offices. Sessions are provided by multiple contractors and are designed to promote health and wellbeing. Some of the sessions include Yoga stretch, zumba, Qigong, and this year the additional offering of a University of California of San Francisco (UCSF)-led stress management class taught by UCSF faculty members. Classes are practiced in a group setting which enhances energy level and has a positive effect on individual's wellbeing. Sessions are designed to inform and educate people while physical classes relax muscles tensions, increase range of movement, improve circulation and center one emotionally.	Modification	6/30/16

Speakers:

Emylene Aspilla, Business Economic Development, spoke on PSC #4116-12/13.

Donna Marion and Toni Bernardi, San Francisco Public Library, spoke on PSC #4120-12/13

Jon Mates, Department of Public Works, spoke on PSC #4126-12/13

- Action:**
- 1) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - 2) Continued PSC 4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous Personal Service Contract 4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order. (Vote of 4 to 0)

0097-13-2 Appeal of changes to the Job Specification for the Administrative Hearing Examiner, (Job Code 8167), Notice of Final Action No. 4 SFMTA (FY 2012/2013, Effective February 21, 2013) by IFPTE, Local 21, Authorized Representative, Ms. Sharon E. Jenkins. (Item No. 8)

Speakers:

Clare Leung, Municipal Transportation Agency
Julie Rosenberg, Municipal Transportation Agency
Sharon Jenkins, IFPTE Local 21
Henry Epstein, Municipal Transportation Agency
Terry Moran, Municipal Transportation Agency

Action:

Accepted the report; Sustained the decision of the Director of Transportation. Deny the appeal by IFPTE, Local 21, authorized representative, Ms. Sharon E. Jenkins.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

Commissioner Normandy reiterated his appreciation of the fact that in matters relating to Personal Service Contracts (PSCs), the Civil Service Commission's jurisdiction is limited to measures protecting city personnel and the merit system, and does not extend to budget review or contract enforcement. Nevertheless, he expressed misgivings about two matters with potential for negative impact on city staff:

a) A PSC proposed by the SF Library for a \$1.5 million award to an outside vendor to design and execute public education programs. As a former Library Commissioner, he understood the institution's mandate to be the making available of all manner of learning materials -- short of encroaching into proactive education programs heretofore provided by the Unified School and City College districts respectively. How might this PSC affect job responsibilities and salaries of current Library personnel?

b) Televised news reports about car theft from the storage lot of a towing company supposedly under contract with the MTA. He requested verification of this status, and mentioned the possibility of a conversation with the President of the Board of Supervisors as to how city personnel and the public might be better protected.

ADJOURNMENT (Item No. 10)

3:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

05-29-13P04:10 RCVD

A G E N D A

Regular Meeting
June 3, 2013

GOVERNMENT
DOCUMENTS DEPT

MAY 29 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

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Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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Civil Service Commission Meeting Agenda

Regular Meeting of June 3, 2013

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 3, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 20, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) ELECTION OF OFFICERS (File No. 0176-12-1) – Action Item

Recommendation: Open for discussion.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(8) Review of request for approval of proposed personal services contracts.
(File No. 0172-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-12/13	Building Inspection	\$150,000	The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection.	Regular	6/30/15
4128-12/13	Mayor	\$400,000	The Mayor's Office of Housing (MOH) needs qualified real estate brokers to market, sell and perform all real estate sales-related tasks for its limited equity program below market rate condominium units that were formerly owned by the San Francisco Redevelopment Agency and are now owned by MOH. It is the intention of MOH to create a list of pre-qualified brokers who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	8/31/18
4129-12/13	Port Commission	\$3,000,000	The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; Leadership in Energy and Environmental Design review and commissioning support; and climate change support. The consultants may work in conjunction with Port's technical staff or as part of a project team. See attach Scope of Services for this PSC.	Regular	12/31/17
4130-12/13	Municipal Transportation Agency	\$10,000,000	The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection.	Regular	6/1/18

Civil Service Commission Meeting Agenda

Regular Meeting of June 3, 2013

4131-12/13	General Services Agency	\$225,000	The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.	Regular	12/31/13
4132-12/13	Emergency Management	\$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	Regular	11/30/15
4086-09/10	Mayor	Current Approved Amount \$1,350,000 Increase Amount Requested \$1,200,000 New Total Amount Requested \$2,550,000	To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with Implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics including, but not limited to: economic development, health care, public safety, human services, housing, environment, transportation, education, and community development.	Modification	9/30/17
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

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(9) Requests for Status Grant of Temporary Civil Service Employees Formerly of the San Francisco Redevelopment Agency. (File No. 0173-13-2) - Action Item

Recommendation: Adopt the report; Grant Status in Class 1654 Accountant III to Edith Horner and Judy Lam.

(10) Civil Service Commission's Draft of Strategic Plan for Fiscal Year 2013-2014. (File No. 0174-13-1) – Action Item

Recommendation: Discuss and adopt the Civil Service Commission's Strategic Plan for Fiscal Year 2013-2014.

- (11) **Civil Service Commission's Draft of Goals and Objectives for Fiscal Year 2013-2014.
(File No. 0175-13-1) – Action Item**

Recommendation: Discuss and adopt the Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Amended

A G E N D A

Regular Meeting
June 3, 2013

2:00 p.m.

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05-31-13P01:39 RCVD

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MAY 31 2013

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(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 20, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda:

San Francisco Public Library has requested postponement of PSC #4120-12/13 from the meeting of May 20, 2013 to June 17, 2013.

Other announcements

(5) ELECTION OF OFFICERS (File No. 0176-12-1) – Action Item

Recommendation: Open for discussion.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

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Regular Meeting of June 3, 2013

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4132-12/13	Emergency Management	\$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org, which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	Regular	11/30/15
4086-09/10	Mayor	Current Approved Amount \$1,350,000 Increase Amount Requested \$1,200,000 New Total Amount Requested \$2,550,000	To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with Implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics including, but not limited to: economic development, health care, public safety, human services, housing, environment, transportation, education, and community development.	Modification	9/30/17
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Requests for Status Grant of Temporary Civil Service Employees Formerly of the San Francisco Redevelopment Agency. (File No. 0173-13-2) - Action Item

Recommendation: Adopt the report; Grant Status in Class 1654 Accountant III to Edith Horner and Judy Lam.

(10) Civil Service Commission's Draft of Strategic Plan for Fiscal Year 2013-2014. (File No. 0174-13-1) – Action Item

Recommendation: Discuss and adopt the Civil Service Commission's Strategic Plan for Fiscal Year 2013-2014.

- (11) **Civil Service Commission's Draft of Goals and Objectives for Fiscal Year 2013-2014.
(File No. 0175-13-1) – Action Item**

Recommendation: Discuss and adopt the Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting June 3, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 20, 2013

Action: Adopted as amended. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements. None.

GOVERNMENT
DOCUMENTS DEPT

JUN - 6 2013

SAN FRANCISCO
PUBLIC LIBRARY

0176-12-1 ELECTION OF OFFICERS (Item No. 5)

Action: Commissioner Scott R. Heldfond was elected President for the term ending May 31, 2014.
Commissioner E. Dennis Normandy was elected Vice President for the term ending May 31, 2014.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

None.

**0172-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-12/13	Building Inspection	\$150,000	The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection.	Regular	6/30/15
4128-12/13	Mayor	\$400,000	The Mayor's Office of Housing (MOH) needs qualified real estate brokers to market, sell and perform all real estate sales-related tasks for its limited equity program below market rate condominium units that were formerly owned by the San Francisco Redevelopment Agency and are now owned by MOH. It is the intention of MOH to create a list of pre-qualified brokers who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	8/31/18
4129-12/13	Port Commission	\$3,000,000	The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; Leadership in Energy and Environmental Design review and commissioning support; and climate change support. The consultants may work in conjunction with Port's technical staff or as part of a project team. See attach Scope of Services for this PSC.	Regular	12/31/17

Civil Service Commission Meeting Minutes

Regular Meeting of June 3, 2013

4130-12/13	Municipal Transportation Agency	\$10,000,000	The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection.	Regular	6/1/18
4131-12/13	General Services Agency	\$225,000	The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.	Regular	12/31/13
4132-12/13	Emergency Management	\$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC#4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	Regular	11/30/15
4086-09/10	Mayor	Current Approved Amount \$1,350,000 Increase Amount Requested \$1,200,000 New Total Amount Requested \$2,550,000	To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with Implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics including, but not limited to: economic development, health care, public safety, human services, housing, environment, transportation, education, and community development.	Modification	9/30/17
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

Speakers: Joan Lubamersky, City Administrator's Office spoke on PSC #4086-09/10
Melissa Hung, Art Commission spoke on PSC #4004-12/13.

Action: 1) Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21. (Vote of 4 to 0)
2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0173-13-2 Requests for Status Grant of Temporary Civil Service Employees Formerly of the San Francisco Redevelopment Agency. (Item No. 9)

Speakers: Louis Voccia, Controller's Office
 Edith Horner, Employee

Action: Adopted the report; Approved status grant of Class 1654 Accountant III to Edith Horner and Judy Lam with a probationary period; the duration of the probationary period is negotiated with the employee organization. (Vote of 4 to 0)

0174-13-1 Civil Service Commission's Draft of Strategic Plan for Fiscal Year 2013-2014. (Item No. 10)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Civil Service Commission's Strategic Plan for Fiscal Year 2013-2014. (Vote of 4 to 0)

0175-13-1 Civil Service Commission's Draft of Goals and Objectives for Fiscal Year 2013-2014. (Item No. 11)

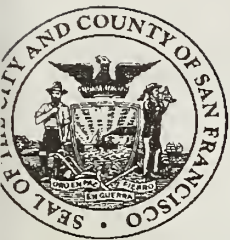
Action: Adopted the Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

2:39 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Amended

MINUTES Regular Meeting June 3, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 20, 2013

Action: Adopted as amended. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

San Francisco Public Library has requested postponement of PSC #4120-12/13 from the meeting of May 20, 2013 to June 17, 2013.

Other announcements. None.

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SAN FRANCISCO
PUBLIC LIBRARY

0176-12-1 ELECTION OF OFFICERS (Item No. 5)

Action: Commissioner Scott R. Heldfond was elected President for the term ending May 31, 2014.
Commissioner E. Dennis Normandy was elected Vice President for the term ending May 31, 2014.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

None.

**0172-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-12/13	Building Inspection	\$150,000	The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection.	Regular	6/30/15
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Civil Service Commission Meeting Minutes

Regular Meeting of June 3, 2013

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Speakers: Joan Lubamersky, City Administrator's Office spoke on PSC #4086-09/10
Melissa Hung, Art Commission spoke on PSC #4004-12/13.

Action: 1) Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21. (Vote of 4 to 0)
2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0173-13-2 Requests for Status Grant of Temporary Civil Service Employees Formerly of the San Francisco Redevelopment Agency. (Item No. 9)

Speakers: Louis Voccia, Controller's Office
Edith Horner, Employee

Action: Adopted the report; Approved status grant of Class 1654 Accountant III to Edith Horner and Judy Lam with a probationary period; the duration of the probationary period is negotiated with the employee organization. (Vote of 4 to 0)

0174-13-1 Civil Service Commission's Draft of Strategic Plan for Fiscal Year 2013-2014. (Item No. 10)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Civil Service Commission's Strategic Plan for Fiscal Year 2013-2014. (Vote of 4 to 0)

0175-13-1 Civil Service Commission's Draft of Goals and Objectives for Fiscal Year 2013-2014. (Item No. 11)

Action: Adopted the Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

2:39 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

06-12-13A10:46 RCVD

AGENDA

Regular Meeting
June 17, 2013

GOVERNMENT
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JUN 12 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

113
KATE FAVETTI
PRESIDENT

COTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of June 17, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 17, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Scott R. Heldfond
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 17, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

**(5) Commendation for Inspector Matthew M. Perez, San Francisco Police Department, upon his retirement after 33 years of service to the City & County of San Francisco.
(File No. 0181-13-1) – Action Item**

Recommendation: Open for discussion.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

- (7) **Report on the Inspection Service Request on Angela Heyward's Temporary Civil Service Appointments and her request to Return to the Priority Eligible List.**
(File No. 0167-13-11) – Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Review of request for approval of proposed personal services contracts.**
(File No. 0179-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-12/13	Public Utilities Commission	\$4,500,000	The proposed work includes preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and recommendation for foundation designs criteria for various utility projects.	Regular	7/30/18
4134-12/13	Municipal Transportation Agency	\$110,000	Contractor will produce an updated Nexus Study (highly technical analysis) to model and justify a proposed rate structure for the Transportation Sustainability Fee (TSF) proposed for future commercial and residential development. The Study will produce and develop a model that links trip generation by development type to maximum fee levels; write a report explaining the findings for a broad audience base; ensure the report is consistent with all legal requirements; participate in public outreach including presentation materials; work with the San Francisco Transportation Agency (SFMTA) and the City Attorney's Office on the implementation of the TSF. The Contractor will also provide updated reports to the initial preparation of materials related to an environmental impact report on the TSF Program.	Regular	12/31/13
4135-12/13	Municipal Transportation Agency	\$350,000	The San Francisco Municipal Transportation Agency (SFMTA) recently adopted a six-year Strategic Plan (2012-2018). The SFMTA seeks a consultant to analyze, and help identify and implement systems and processes, and an organizational culture and framework that directly results in improved performance in achieving the Agency's Strategic Plan goals.	Regular	6/30/16
4136-12/13	Municipal Transportation Agency	\$1,200,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion and post-accident breath and urine collection in compliance with Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Regulations.	Regular	11/30/18

Civil Service Commission Meeting Agenda

Regular Meeting of June 17, 2013

4137-12/13	Public Health	\$175,000	Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AITC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; void, replace or re-bill denied claims; negotiate with third party payers on partial payments; collect share-of-cost and other patient financial responsibility information; provide utilization and claims reports; and reconcile claims and payments. *Note: The amount of the requested PSC is the Department's best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenue, not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown.	Regular	12/31/18
4138-12/13	General Services Agency	\$87,000	The Office of Contract Administration (OCA) currently uses a legacy mainframe system for the majority of procurement activities which involves many manual and paper-driven processes. This project will implement a cloud-based e-Procurement system to automate these manual and paper-driven processes to enhance performance, to realize cost and time savings, to increase vendor participation and outreach and to increase transparency.	Regular	6/30/16
4050-10/11	Adult Probation	Current Approved Amount \$709,000 Increase Amount Requested \$290,300 New Total Amount Requested \$999,300	Adult Probation Department (ADP) must include software license and maintenance fees to the Agreement with Northpointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Services Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, APD must purchase these licenses from Contractor.	Modification	6/30/16
3082-11/12	Public Health	Current Approved Amount \$25,000 Increase Amount Requested \$125,000 New Total Amount Requested \$150,000	The Contractor will provide on-site at LHH approximately two hundred eighty eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00 am - 5:00 pm, excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.	Modification	6/30/18
4030-09/10	Public Works	Current Approved Amount \$5,495,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$9,495,000	Provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities; selected firms need to have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPPD). The department intends to award up to 4 contracts with an aggregate fee cap of \$4,000,000 and (individual fee cap of \$1,000,000).	Modification	12/31/18

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (File No. 0183-13-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

June 3, 2013: Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.

Recommendation: Postpone to the meeting of July 1, 2013 at the request of the Art Commission.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Review of request for approval of proposed personal services contract number 4120-12/13 from the San Francisco Public Library. (File No. 0180-13-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-12/13	Public Library	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	Regular	1/31/21

May 20, 2013: Continued PSC 4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous Personal Service Contract 4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order.

June 3, 2013: Postponed to the meeting of June 17, 2013 at the request of the San

Francisco Public Library.

Recommendation: Adopt the report; Approve request for PSC #4120-12/13. Notify the Office of the Controller and the Office of Contract Administration.

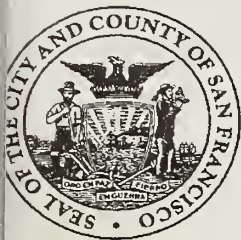
- (11) **Request by Vernelle Gomez-Boyd to lift the waiver on her future employment restrictions with the Department of Parking and Traffic (Municipal Transportation Agency) and the San Francisco International Airport. (File No. 0150-13-7) – Action Item**

May 6, 2013: Postponed to the meeting of June 3, 2013 and reschedule at the request of the Civil Service Commission with the intent to include the ban from the San Francisco International Airport; therefore both bans can be addressed.

Recommendation: Adopt staff report. Lift the Waiver on Ms. Vernelle Gomez-Boyd's Future Employment with the Department of Parking & Traffic (Municipal Transportation Agency) and the San Francisco International Airport.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting June 17, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

113 KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

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President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Ging Louie on behalf of Alex Tonisson, IFPTE, Local 21, spoke regarding item #7 of this Agenda.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 3, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

PSC #4004-12/13 from the Arts Commission postponed to the meeting of July 1, 2013.

Other announcements. None.

- 0181-13-1 Commendation for Sergeant Matthew Perez, San Francisco Police Department, upon his retirement after 33 years of service to the City & County of San Francisco. (Item No. 5)**

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan gave an update about the Department of Human Resources working closely with the Controller's Office and Project eMerge about bringing forward their improved hiring processes in terms of reduction of duplicative requirements for entering data, better access to information and dashboards for departments to see all the positions they wish to fill; they are hoping to see these changes in July.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

- 0167-13-11 Report on the Inspection Service Request on Angela Heyward's Temporary Civil Service Appointments and her request to Return to the Priority Eligible List.**

Speakers: Sandra Eng, Civil Service Commission
Ging Louie, IFPTE Local 21
Donna Kotake, Department of Human Resources
Micki Callahan, Department of Human Resources
Angela Heyward

Action: Considered report. Calendar Angela Heyward's request to return to the Redevelopment Agency Priority Eligible List for reconsideration, for the meeting of July 1, 2013 (Vote of 4 to 0)

- 0179-13-8 Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-12/13	Public Utilities Commission	\$4,500,000	The proposed work includes preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and recommendation for foundation designs criteria for various utility projects.	Regular	7/30/18
4134-12/13	Municipal Transportation Agency	\$110,000	Contractor will produce an updated Nexus Study (highly technical analysis) to model and justify a proposed rate structure for the Transportation Sustainability Fee (TSF) proposed for future commercial and residential development. The Study will produce and develop a model that links trip generation by development type to maximum fee levels; write a report explaining the findings for a broad audience base; ensure the report is consistent with all legal requirements; participate in public outreach including presentation materials; work with the San Francisco Transportation Agency (SFMTA) and the City Attorney's Office on the implementation of the TSF. The Contractor will also provide updated reports to the initial preparation of materials related to an environmental impact report on the TSF Program.	Regular	12/31/13

Civil Service Commission Meeting Minutes

Regular Meeting of June 17, 2013

4135-12/13	Municipal Transportation Agency	\$350,000	The San Francisco Municipal Transportation Agency (SFMTA) recently adopted a six-year Strategic Plan (2012-2018). The SFMTA seeks a consultant to analyze, and help identify and implement systems and processes, and an organizational culture and framework that directly results in improved performance in achieving the Agency's Strategic Plan goals.	Regular	6/30/16
4136-12/13	Municipal Transportation Agency	\$1,200,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion and post-accident breath and urine collection in compliance with Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Regulations.	Regular	11/30/18
4137-12/13	Public Health	\$175,000	Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AIRC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; void, replace or re-bill denied claims; negotiate with third party payers on partial payments; collect share-of-cost and other patient financial responsibility information; provide utilization and claims reports; and reconcile claims and payments. *Note: The amount of the requested PSC is the Department's best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenue, not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown.	Regular	12/31/18
4138-12/13	General Services Agency	\$87,000	The Office of Contract Administration (OCA) currently uses a legacy mainframe system for the majority of procurement activities which involves many manual and paper-driven processes. This project will implement a cloud-based e-Procurement system to automate these manual and paper-driven processes to enhance performance, to realize cost and time savings, to increase vendor participation and outreach and to increase transparency.	Regular	6/30/16
4050-10/11	Adult Probation	Current Approved Amount \$709,000 Increase Amount Requested \$290,300 New Total Amount Requested \$999,300	Adult Probation Department (ADP) must include software license and maintenance fees to the Agreement with Northpointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Services Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, APD must purchase these licenses from Contractor.	Modification	6/30/16
3082-11/12	Public Health	Current Approved Amount \$25,000 Increase Amount Requested \$125,000 New Total Amount Requested \$150,000	The Contractor will provide on-site at LHHI approximately two hundred eighty eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00 am - 5:00 pm, excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.	Modification	6/30/18

Civil Service Commission Meeting Minutes

Regular Meeting of June 17, 2013

4030-09/10	Public Works	Current Approved Amount \$5,495,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$9,495,000	Provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities; selected firms need to have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPD). The department intends to award up to 4 contracts with an aggregate fee cap of \$4,000,000 and (individual fee cap of \$1,000,000).	Modification	12/31/18
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Speakers: Alaric Degrafinried spoke on PSC #4133-12/13.
Jacquie Hale and Anne Okubo spoke on PSC #4137-12/13
Martin Krizay and Bella Fudym spoke on PSC #4050-10/11

Action: 1) PSC #4133-12/13 approved with the condition that Section "3C" is amended and submitted to the Department of Human Resources and the Civil Service Commission. (Vote of 4 to 0)
2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0183-13-8 Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (Item No. 9)

Speakers: None.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

June 3, 2013: Postponed PSC #4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.

Action: Postponed to the meeting of July 1, 2013 at the request of the Art Commission. (Vote of 4 to 0)

0180-13-8 Review of request for approval of proposed personal services contract number 4120-12/13 from the San Francisco Public Library. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-12/13	Public Library	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	Regular	1/31/21

May 20, 2013: Continued PSC #4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous Personal Service Contract #4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order.

June 3, 2013: Postponed to the meeting of June 17, 2013 at the request of the San Francisco Public Library.

Speakers: None.

Action: Adopted the report; Approved request for PSC #4120-12/13. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0175-13-1 Request by Vernelle Gomez-Boyd to lift the waiver on her future employment restrictions with the Department of Parking and Traffic (Municipal Transportation Agency) and the San Francisco International Airport. (Item No. 11)

May 6, 2013: Postponed to the meeting of June 3, 2013 and rescheduled at the request of the Civil Service Commission with the intent to include the ban from the San Francisco International Airport; therefore both bans can be addressed.

Speakers: Donna Kotake, Department of Human Resources
Alex Lawrence, San Francisco International Airport
Vernelle Gomez-Boyd

Action: Adopted staff report. Lifted the Waiver on Ms. Vernelle Gomez-Boyd's Future Employment with the Department of Parking & Traffic (Municipal Transportation Agency) and the San Francisco International Airport. (Vote of 4 to 0)

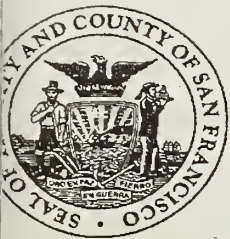
COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Commissioner Normandy questioned why the terms of the elected President and Vice President of the Civil Service Commission ended on May 31st when the Commissioners' terms of office end at the end of the fiscal year, June 30th. He requested staff to review the Rules and synchronize the terms of the President and Vice President to coincide with the terms of office for the Commissioners.

President Favetti requested staff to look into the Procedures for Removal of Ban to add as a requisite "submission of satisfactory performance of employment".

ADJOURNMENT (Item No. 13)

3:02 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

COTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA

Regular Meeting
July 1, 2013

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

06-26-13A08:08 RCVD

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of July 1, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 1, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Kate Favetti
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 17, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0188-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4139-12/13	Airport Commission	\$450,000	Veterinary care services for at approximately 14 caninc members of the K9 Union of the San Francisco Police Dept. Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.	Regular	6/30/2018
4140-12/13	Airport Commission	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	Regular	12/31/2018
4141-12/13	Airport Commission	\$1,500,000	The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.	Regular	12/31/2018
4142-12/13	Art Commission	\$76,000	Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stairs Public Art Project.	Regular	12/31/2014
4143-12/13	Fire Department	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/2013
4144-12/13	Public Utilities Commission	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	Regular	11/26/2020

Civil Service Commission Meeting Agenda

Regular Meeting of July 1, 2013

3001-12/13	Office of Economic and Workforce Development	Current Approved Amount \$49,000 Increase Amount Requested \$110,000 New Total Amount Requested \$159,000	The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisories is responsible for submission of all data collected, through ETP's online system. This service is essential services to OEWD being reimbursed.	Modification	12/31/2015
3036-11/12	Art Commission	Current Approved Amount \$100,000 Increase Amount Requested \$50,000 New Total Amount Requested \$150,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	Modification	6/30/2014
3062-10/11	Municipal Transportation Agency	Current Approved Amount \$46,500 Increase Amount Requested \$53,500 New Total Amount Requested \$100,000	The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to tunneling design and the construction performance of the contractor.	Modification	3/31/2015
3041-11/12	Board of Appeals	Current Approved Amount \$32,000 Increase Amount Requested \$25,000 New Total Amount Requested \$57,000	Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board. Department's need for these services is ongoing. Additional funding necessary for second one-year extension.	Modification	6/30/2014

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Secondary Criteria for H-4 Inspector, Selection Processes. (File No. 0189-13-5)

Recommendation: Approve proposed Secondary Criteria.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (File No. 0183-13-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

June 3, 2013: Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.

June 17, 2013: Postpone to the meeting of July 1, 2013 at the request of the Art Commission.

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

(10) Consideration of Angela Heyward's request to Return to the Redevelopment Agency Only Priority Eligible List. (File No. 0167-13-11) – Action Item

June 17, 2013: Considered report. Calendar Angela Heyward's request to return to the Redevelopment Agency Priority Eligible List for reconsideration, for the meeting of July 1, 2013.

Recommendation: Open for discussion.

(11) Appeal by Keith Baraka of the Human Resources Director's determination that his allegations were insufficient to raise inferences of harassment/ hostile work environment based on race and sexual orientation or retaliation. (File No. 0160-13-6) - Action Item

Recommendation: Adopt the report and deny Keith Baraka's appeal.

CLOSED SESSION AGENDA

- (12) Public comment on all matters pertaining to Items #13 through #15.
- (13) Vote on whether to hold agenda Item #14 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (14) Closed Session – Appeal of the Human Resources Director’s Determination of Insufficient Evidence to Sustain a Peace Officer’s Claim of Harassment/Hostile Work Environment Based on Race, Sex, Age and Retaliation. (File No. 0155-13-6) – Action Item
- (15) Reconvene in Open Session.
 - a) Vote to elect whether to disclose any or all discussions held on Item #14 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
- (16) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**
- (17) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES

Regular Meeting
July 1, 2013

SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Kate Favetti	Present
Commissioner Mary Y. Jung	Present

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President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Kevin Hughes, Local 6, spoke about the transferred funding from a Class 9242 Airport Electrician Head position to a Class 0931 Manager III position. The minimum qualifications for the 0931 Manager III at the Airport align with other 0931 Manager III positions in the City and also square with what the airport stated in managing a 13 million budget and 77 FTE. Local 6 had concerns how suddenly the position does not require a degree with major coursework in engineering, business administration, and public administration.

Gabriela Cardona, former Redevelopment Agency employee inquiring about a status report on the holdover roster and eligible list for Architectural Associate.

Phil Trujillo, Attorney for appellant in Item 14.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 17, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Update on the Request to Fill hiring procedures. Also reported that City Government has not been affected due to BART strike.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

**0188-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-13/14	Airport Commission	\$450,000	Veterinary care services for at approximately 14 canine members of the K9 Union of the San Francisco Police Dept. Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.	Regular	6/30/2018
4001-13/14	Airport Commission	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	Regular	12/31/2018
4002-13/14	Airport Commission	\$1,500,000	The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.	Regular	12/31/2018
4003-13/14	Art Commission	\$76,000	Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stairs Public Art Project.	Regular	12/31/2014
4004-13/14	Fire Department	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/2013

Civil Service Commission Meeting Minutes

Regular Meeting of July 1, 2013

4005-13/14	Public Utilities Commission	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	Regular	11/26/2020
3001-12/13	Office of Economic and Workforce Development	Current Approved Amount \$49,000 Increase Amount Requested \$110,000 New Total Amount Requested \$159,000	The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisories is responsible for submission of all data collected, through ETP's online system. This service is essential services to OEWD being reimbursed.	Modification	12/31/2015
3036-11/12	Art Commission	Current Approved Amount \$100,000 Increase Amount Requested \$50,000 New Total Amount Requested \$150,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	Modification	6/30/2014
3062-10/11	Municipal Transportation Agency	Current Approved Amount \$46,500 Increase Amount Requested \$53,500 New Total Amount Requested \$100,000	The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to tunneling design and the construction performance of the contractor.	Modification	3/31/2015
3041-11/12	Board of Appeals	Current Approved Amount \$32,000 Increase Amount Requested \$25,000 New Total Amount Requested \$57,000	Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board. Department's need for these services is ongoing. Additional funding necessary for second one-year extension.	Modification	6/30/2014

Speakers:

Cynthia Avakian, Airport Commission spoke on PSC #4001-13/14
 Mark Corso, Fire Department spoke on PSC #4004-13/14
 Jane Wang, Municipal Transportation Agency spoke on PSC #3062-10/11

0188-13-8 cont.

Action:

- 1) Continued PSC #4001-13/14 to the meeting of July 15, 2013 to properly notify Municipal Executives Association. (Vote of 4 to 0)
- 2) Continued PSC #4004-13/14 to the meeting of July 15, 2013 to clarify amount and duration of contract. (Vote of 4 to 0)
- 3) Postponed PSC #4005-13-14 to the meeting of July 15, 2013 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- 4) Adopt the report; Approve the request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0189-13-5 Secondary Criteria for H-4 Inspector, Selection Processes. (Item No. 8)

Action: Approved proposed Secondary Criteria. (Vote of 4 to 0)

0183-13-8 Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	Current Approved Amount \$330,000 Increase Amount Requested \$70,000 New Total Amount Requested \$400,000	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modification	6/30/14

June 3, 2013: Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.

June 17, 2013: Postponed to the meeting of July 1, 2013 at the request of the Art Commission.

Action: Adopted the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0167-13-11 Consideration of Angela Heyward's request to Return to the Redevelopment Agency Only Priority Eligible List. (Item No. 10)

June 17, 2013: Considered report. Calendar Angela Heyward's request to return to the Redevelopment Agency Priority Eligible List for reconsideration for the meeting of July 1, 2013.

Action: Return Angela Heyward to the Redevelopment Agency Only Priority Eligible List due to the unique situation of this individual's appointments and be put under general waiver from the Public Utilities Commission and the Treasurer and Tax Collector's Office. (Vote of 4 to 0)

0160-13-6 **Appeal by Keith Baraka of the Human Resources Director's determination that his allegations were insufficient to raise inferences of harassment/ hostile work environment based on race and sexual orientation or retaliation. (Item No. 11)**

Action: Postponed to the meeting of August 5, 2013 at the request of Mr. Baraka. (Vote of 4 to 0)

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #13 through #15. (Item No. 12)

None.

Vote on whether to hold agenda Item #14 in Closed Session—Action Item.

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8)) (Item No. 13)

Action: The Commission voted to conduct item #14 in closed session. (Vote of 4 to 0)

0155-13-6 **Closed Session – Appeal of the Human Resources Director's Determination of Insufficient Evidence to Sustain a Peace Officer's Claim of Harassment/Hostile Work Environment Based on Race, Sex, Age and Retaliation. (Item No. 14)**

Closed session started at 2:53 p.m. in City Hall, Room 400. The following were present:

Scott Heldfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Mary Jung, Commissioner, Civil Service Commission
Sallie Gibson, City Attorney
Sandra Eng, Civil Service Commission
Lizzette Henriquez, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Luz Morganti, Civil Service Commission
Micki Callahan, Department of Human Resources
Linda Simon, Department of Human Resources
Svetlana Vaksberg, Department of Human Resources
Phil Trujillo, Attorney for Appellant

Closed Session ended at 3:04 p.m.; the Civil Service Commission reconvened in Open Session at 3:05 p.m.

Vote to elect whether to disclose any or all discussions held on Item #14 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) (Item No. 15)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

3:07 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

KENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A Regular Meeting July 15, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of July 15, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

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I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 15, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Kate Favetti
Commissioner Mary Y. Jung

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 1, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of request for approval of proposed personal services contracts.
(File No. 0196-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4006-13/14	Economic and Workforce Development	\$900,000	The consultant will support a centralized Citywide Business Services program that targets permanent, temporary, First Source and On-the-Job Training (OJT) job development with employers throughout San Francisco, including specialized employment services for San Francisco Airport employers. Consultant will provide workforce services to businesses and coordinate employment placement services to job seekers.	Regular	6/30/2016
4007-13/14	General Services Agency	\$250,000	The proposed contract will help the City understand citizen priorities related to infrastructure and increase public support for critical capital projects. The consultant will use technical research methods and their specialized knowledge of San Francisco (e.g. constituencies, affiliations, news sources, media absorption rates of various demographics), to: (1) conduct quantitative and qualitative public opinion research; (2) create and deliver a community outreach plan that describes the City's capital planning and implementation process including the 10-Year Capital Plan, the annual capital budget, and capital project reporting; and (3) formulate and implement on-going public outreach strategies to increase general public awareness around the City's complex capital needs and related efforts. The outreach plan and strategies will leverage scarce City resources to broadly distribute public information in the most cost effective way (e.g. websites, newsletters, community meetings, email outreach, special events, traditional news media).	Regular	6/1/2015
4008-13/14	Emergency Management	\$300,000	The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management's Division of Emergency Communication (DEC).	Regular	6/30/2018
3005-12/13	General Services Agency	Current Approved Amount \$49,000 Increase Amount Requested \$10,000 New Total Amount Requested \$59,000	The Capital planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a \$60 million contribution to fund preparations for the high speed rail project. The proposed work would identify a menu of short and long terms financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources. Modification does not change the scope of work.	Modification	9/01/2013

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

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(8) Review of request for approval of proposed personal services contract number 4001-13/14 from the Airport Commission. (File No. 0197-13-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4001-13/14	Airport Commission	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	Regular	12/31/2018

July 1, 2013: Continued PSC #4001-13/14 to the meeting of July 15, 2013 to properly notify Municipal Executives Association.

Recommendation: Adopt the report; Approve the request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

(9) Review of request for approval of proposed personal services contract number 4004-13/14 from the Fire Department. (File No. 0198-13-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-13/14	Fire Department	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/2013

July 1, 2013: Continued PSC #4004-13/14 to the meeting of July 15, 2013 to clarify amount and duration of contract.

Recommendation: Adopt the report; Approve the request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

Civil Service Commission Meeting Agenda

Regular Meeting of July 15, 2013

(10) Review of request for approval of proposed personal services contract number 4005-13/14 from the Public Utilities Commission. (File No. 0199-13-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4005-13/14	Public Utilities Commission	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	Regular	11/26/2020

July 1, 2013: Postponed PSC #4005-13/14 to the meeting of July 15, 2013 at the request of the Public Utilities Commission.

Recommendation: Adopt the report; Approve the request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration.

SEPARATIONS AGENDA

(11) Request for hearing by George Mande and Raquel Ferrer on their future employment restrictions as 2320 Registered Nurse with the City and County of San Francisco. (File No. 0059-12-7) and (File No. 0060-12-7)

Recommendation: Adopt the report and deny the appeal of Raquel Ferrer and George Mande. Uphold the decision of no future employment with the City and County of San Francisco.

(12) Request for hearing by Heru Oba Shambe on his future employment restrictions as a 9163 Transit Operator with the San Francisco Municipal Transportation Agency. (File No. 0162-13-7)

Recommendation: Adopt the report and deny the appeal of Heru Oba Shambe. No future employment with the San Francisco Transportation Agency. No future employment in any driving position with the City and County of San Francisco subject to the review and approval of the Human Resources Director after completion of five (5) years of satisfactory driving record in a similar driving position.

(13) Request for hearing by Kurt Bader on his future employment restrictions as a 9163 Transit Operator with the San Francisco Municipal Transportation Agency. (File No. 0165-13-7)

Recommendation: Adopt the report. No future employment with the San Francisco Municipal Transportation Agency. Deny the appeal of Kurt Bader.

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES

Regular Meeting
July 15, 2013

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

NIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Excused (Notified Absence)
Commissioner Kate Favetti	Present
Commissioner Mary Y. Jung	Present

President Scott R. Heldfond presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of July 1, 2013

Action: Adopted as amended. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

Postponed the item at the request of the Department of Public Health. Commissioner Favetti directed the Assistant Executive Officer to check the availability of the Appellants and the Department of Public Health to be present for the meeting of September 16, 2013.

Other Announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0196-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4006-13/14	Economic and Workforce Development	\$900,000	The consultant will support a centralized Citywide Business Services program that targets permanent, temporary, First Source and On-the-Job Training (OJT) job development with employers throughout San Francisco, including specialized employment services for San Francisco Airport employers. Consultant will provide workforce services to businesses and coordinate employment placement services to job seekers.	Regular	6/30/2016
4007-13/14	General Services Agency	\$250,000	The proposed contract will help the City understand citizen priorities related to infrastructure and increase public support for critical capital projects. The consultant will use technical research methods and their specialized knowledge of San Francisco (e.g. constituencies, affiliations, news sources, media absorption rates of various demographics), to: (1) conduct quantitative and qualitative public opinion research; (2) create and deliver a community outreach plan that describes the City's capital planning and implementation process including the 10-Year Capital Plan, the annual capital budget, and capital project reporting; and (3) formulate and implement on-going public outreach strategies to increase general public awareness around the City's complex capital needs and related efforts. The outreach plan and strategies will leverage scarce City resources to broadly distribute public information in the most cost effective way (e.g. websites, newsletters, community meetings, email outreach, special events, traditional news media).	Regular	6/1/2015
4008-13/14	Emergency Management	\$300,000	The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management's Division of Emergency Communication (DEC).	Regular	6/30/2018
3005-12/13	General Services Agency	Current Approved Amount \$49,000 Increase Amount Requested \$10,000 New Total Amount Requested \$59,000	The Capital planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a \$60 million contribution to fund preparations for the high speed rail project. The proposed work would identify a menu of short and long terms financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources. Modification does not change the scope of work.	Modification	9/01/2013

Speakers: None.**Action:** Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of July 15, 2013

0197-13-8 Review of request for approval of proposed personal services contract number 4001-13/14 from the Airport Commission. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4001-13/14	Airport Commission	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	Regular	12/31/2018

July 1, 2013: Continued PSC #4001-13/14 to the meeting of July 15, 2013 to properly notify Municipal Executives Association.

Speakers: Christopher Birch, San Francisco International Airport
Lisa Randall, San Francisco International Airport

Action: Adopted the report; Approved the request for proposed personal services contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0198-13-8 Review of request for approval of proposed personal services contract number 4004-13/14 from the Fire Department. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-13/14	Fire Department	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/2013

July 1, 2013: Continued PSC #4004-13/14 to the meeting of July 15, 2013 to clarify amount and duration of contract.

Speakers: Mark Corso, San Francisco Fire Department

Action: Adopted the report; Approved the request for proposed personal services contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0199-13-8 Review of request for approval of proposed personal services contract number 4005-13/14 from the Public Utilities Commission. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4005-13/14	Public Utilities Commission	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	Regular	11/26/2020

July 1, 2013: Postponed PSC #4005-13/14 to the meeting of July 15, 2013 at the request of the Public Utilities Commission.

Speakers: Kofo Domingo, Public Utilities Commission

Action: Adopted the report; Approved the request for proposed personal services contract. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0059-12-7 Request for hearing by George Mande and Raquel Ferrer on their future
0060-12-7 employment restrictions as 2320 Registered Nurse with the City and County of
San Francisco. (Item No. 11)**

Speakers: None.

Action: Postponed the item at the request of the Department of Public Health. Commissioner Favetti directed the Assistant Executive Officer to check the availability of the Appellants and the Department of Public Health to be present for the meeting of September 16, 2013.

**0162-13-7 Request for hearing by Heru Oba Shambe on his future employment restrictions
as a 9163 Transit Operator with the San Francisco Municipal Transportation
Agency. (Item No. 12)**

Speakers: Cynthia Hamada, Municipal Transportation Agency

Action: Adopted the report and denied the appeal of Heru Oba Shambe. No future employment with the Municipal Transportation Agency. No future employment in any driving position with the City and County of San Francisco subject to the review and approval of the Human Resources Director after completion of five (5) years of satisfactory driving record in a similar driving position. Mr. Shambe failed to appear. (Vote 3 to 0)

0165-13-7 Request for hearing by Kurt Bader on his future employment restrictions as a 9163 Transit Operator with the San Francisco Municipal Transportation Agency. (Item No. 13)

Speakers: Cynthia Hamada, Municipal Transportation Agency
Kurt Bader, Appellant

Action: Adopted the report; denied the appeal of Kurt Bader; Effective May 4, 2013, satisfactory completion of one (1) year work experience outside of City and County of San Francisco; no future employment with the Municipal Transportation Agency. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

2:36 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

OTT R. HELDFOND
PRESIDENT

ENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA ROCCANOVA
COMMISSIONER

NIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A Regular Meeting August 5, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of August 5, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 5, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 15, 2013

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(7) Review of request for approval of proposed personal services contracts.
(File No. 0208-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-13/14	Sheriff	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSF), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	Regular	1/1/14
4010-13/14	Arts Commission	\$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Firc Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Regular	6/30/14
4011-13/14	Public Works	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	Regular	12/31/19
4081-09/10	Ethics Commission	Current Approved Amount \$270,000 Increase Amount Requested \$687,000 New Total Amount Requested \$957,000	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	Modification	9/30/18

Civil Service Commission Meeting Agenda

Regular Meeting of August 5, 2013

4009-11/12	Airport Commission	Current Approved Amount \$4,500,000 Increase Amount Requested 4,000,000 New Total Amount Requested \$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	Modification	8/1/16
4092-10/11	Public Utilities Commission	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	Modification	10/1/18
4200-06/07	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	Modification	11/1/16
4005-11/12	Municipal Transportation Agency	Current Approved Amount \$6,000,000 Increase Amount Requested \$0 New Total Amount Requested \$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	Modification	8/14/16
4095-08/09	Public Works	Current Approved Amount 17,640,598 Increase Amount Requested \$3,320,600 New Total Amount Requested \$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	Modification	11/30/15

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

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- (8) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (File No. 0207-13-3) – Action Item**

Recommendation: Adopt Report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors.

- (9) Bi-Annual Summary of Future Employment Restriction Placed by the Municipal Transportation Agency. (File No. 0210-13-1) – Action Item**

Recommendation: Adopt Report.

REGULAR AGENDA

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- (10) Request to Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil, Temporary Civil Service in Class 2910 Social Worker at the Human Services Agency upon Completion of the Applicable Probationary Period. (File No. 0211-13-2) - Action Item**

Recommendation: Adopt the report.

- (11) Request to Grant Permanent Civil Service Status to Licinia McMorrow, Temporary Civil Service 1824 Principal Administrative Analyst at the Municipal Transportation Agency Upon Completion of the Applicable Probationary Period. (File No. 0212-13-8) - Action Item**

Recommendation: Adopt the report.

- (12) Appeal By Keith Baraka of the Human Resources Director's Determination that his Allegations were Insufficient to Raise Inferences of Harassment/ Hostile Work Environment Based on Race and Sexual Orientation or Retaliation. (File No. 0160-13-6) - Action Item**

July 1, 2013 Postponed to the meeting of August 5, 2013 at the request of Mr. Baraka.

Recommendation: Adopt the report. Uphold the Human Resources Director's decision to deny the appeal.

- (13) Appeal by Karina Ghor of her Background Disqualification for the 1044 Is Engineer Principal Position with the San Francisco Police Department. (File No. 0154-13-4)**

Recommendation: Adopt the report. Deny the appeal of Karina Ghor.

Civil Service Commission Meeting Agenda

Regular Meeting of August 5, 2013

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Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

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Recommendation: Adopt Report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors.

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Recommendation: Adopt Report.

REGULAR AGENDA

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Recommendation: Adopt the report.

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Recommendation: Adopt the report.

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Recommendation: Adopt the report. Uphold the Human Resources Director's decision to deny the appeal.

- (13) Appeal by Karina Ghor of her Background Disqualification for the 1044 Is Engineer Principal Position with the San Francisco Police Department. (File No. 0154-13-4)**

Recommendation: Adopt the report. Deny the appeal of Karina Ghor.

- (14) Progress Report From the General Services Agency and Office of Labor Standards Enforcement regarding PSC # 4057-12-13. (File No. 0209-13-8) - Action Item

Recommendation: Adopt the report.

CLOSED SESSION AGENDA

- (15) Public comment on all matters pertaining to Items #15 through #17
- (16) Vote on whether to hold agenda Item #17 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) ; Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (17) Closed Session -- Request to lift the waiver on Future Employment Restrictions of a Former Peace Officer with a City and County of San Francisco Department. (File No. 0213-13-17) Action Item
- (18) Reconvene in Open Session.
- a) Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
- (19) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (20) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Amended

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COTT R. HELDFOND
PRESIDENT

JENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA ROCCANOVA
COMMISSIONER

NIFER C. JOHNSTON
EXECUTIVE OFFICER

A G E N D A Regular Meeting August 5, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

06-08-13A07:13 RCVD

GOVERNMENT
DOCUMENTS DEPT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of August 5, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 5, 2013
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of July 15, 2013

Recommendation: Adopt.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda

Other announcements

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(6) **EXECUTIVE OFFICER'S REPORT**

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4011-13/14	Public Works	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	Regular	12/31/19
4081-09/10	Ethics Commission	Current Approved Amount \$270,000 Increase Amount Requested \$687,000 New Total Amount Requested \$957,000	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	Modification	9/30/18

Civil Service Commission Meeting Agenda

Regular Meeting of August 5, 2013

4009-11/12	Airport Commission	Current Approved Amount \$4,500,000 Increase Amount Requested 4,000,000 New Total Amount Requested \$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	Modification	8/1/16
4092-10/11	Public Utilities Commission	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	Modification	10/1/18
4200-06/07	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	Modification	11/1/16
4005-11/12	Municipal Transportation Agency	Current Approved Amount \$6,000,000 Increase Amount Requested \$0 New Total Amount Requested \$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks on three bus yards complete with servers, computers and software interface package that will enable SMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	Modification	8/14/16
4095-08/09	Public Works	Current Approved Amount 17,640,598 Increase Amount Requested \$3,320,600 New Total Amount Requested \$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	Modification	11/30/15

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (File No. 0207-13-3) – Action Item**

Recommendation: Adopt Report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors.

- (9) Bi-Annual Summary of Future Employment Restriction Placed by the Municipal Transportation Agency. (File No. 0210-13-1) – Action Item**

Recommendation: Adopt Report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) Request to Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil, Temporary Civil Service in Class 2910 Social Worker at the Human Services Agency upon Completion of the Applicable Probationary Period. (File No. 0211-13-2) - Action Item**

Recommendation: Adopt the report.

- (11) Request to Grant Permanent Civil Service Status to Licinia McMorrow, Temporary Civil Service 1824 Principal Administrative Analyst at the Municipal Transportation Agency Upon Completion of the Applicable Probationary Period. (File No. 0212-13-8) - Action Item**

Recommendation: Adopt the report.

- (12) Appeal By Keith Baraka of the Human Resources Director's Determination that his Allegations were Insufficient to Raise Inferences of Harassment/ Hostile Work Environment Based on Race and Sexual Orientation or Retaliation. (File No. 0160-13-6) - Action Item**

July 1, 2013 Postponed to the meeting of August 5, 2013 at the request of Mr. Baraka.

Recommendation: Adopt the report. Uphold the Human Resources Director's decision to deny the appeal.

- (13) Progress Report From the General Services Agency and Office of Labor Standards Enforcement regarding PSC # 4057-12-13. (File No. 0209-13-8) - Action Item**

Recommendation: Adopt the report.

CLOSED SESSION AGENDA

- (14) Public comment on all matters pertaining to Items #14 through #18
- (15) Vote on whether to hold agenda Item #17 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) ; Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (16) *Vote on whether to hold agenda item #18 in Closed Session – Action Item.*
Basis for Closed Session: – Personnel Matter (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))
- (17) Closed Session – Request to lift the waiver on Future Employment Restrictions of a Former Peace Officer with a City and County of San Francisco Department. (File No. 0213-13-7) Action Item
- (18) Appeal by Karina Ghor of her Background Disqualification for the 1044 IS Engineer Principal Position with the San Francisco Police Department. (File No. 0154-13-4)

Recommendation: Adopt the report. Deny the appeal of Karina Ghor.
- (19) Reconvene in Open Session.
 - a) Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
 - b) Vote to elect whether to disclose any or all discussions held on Item #18 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
- (20) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (21) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

STEPHEN C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting August 5, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:02 p.m.

ROLL CALL

President Scott R. Helfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Rocanova

Present (Missed items #17, 19-21)
Present
Present
Present
Present

President Scott R. Helfond presided. Vice President E. Dennis Normandy presided items #17, 19-21.

President Helfond welcomed Commissioner Douglas Chan and Commissioner Gina Rocanova to the Civil Service Commission.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of July 15, 2013

Action: Adopted. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

**0208-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-13/14	Sheriff	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	Regular	1/1/14
4010-13/14	Arts Commission	\$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Regular	6/30/14
4011-13/14	Public Works	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	Regular	12/31/19

Civil Service Commission Meeting Minutes

Regular Meeting of August 5, 2013

4081-09/10	Ethics Commission	Current Approved Amount \$270,000 Increase Amount Requested \$687,000 New Total Amount Requested \$957,000	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	Modification	9/30/18
4009-11/12	Airport Commission	Current Approved Amount \$4,500,000 Increase Amount Requested 4,000,000 New Total Amount Requested \$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	Modification	8/1/16
4092-10/11	Public Utilities Commission	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	Modification	10/1/18
4200-06/07	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	Modification	11/1/16
4005-11/12	Municipal Transportation Agency	Current Approved Amount \$6,000,000 Increase Amount Requested \$0 New Total Amount Requested \$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	Modification	8/14/16
4095-08/09	Public Works	Current Approved Amount 17,640,598 Increase Amount Requested \$3,320,600 New Total Amount Requested \$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	Modification	11/30/15

0208-13-8 (continued)

Speakers: Jennifer Lovvorn and Susan Pontious, Arts Commission spoke on PSC #4010-13/14.

Johanna Wong and David Scott, Public Utilities Commission spoke on PSC# 4200-06/07.

Action: 1) PSC #4010-13/14 approved with the condition that section 4A is amended and submitted to the Department of Human Resources and the Civil Service Commission.

2) Adopted the report; Approved the remaining proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0207-13-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (Item No. 8)

Speakers: None.

Action: Adopted the report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors. (Vote of 5 to 0)

0210-13-1 Bi-Annual Summary of Future Employment Restriction Placed by the Municipal Transportation Agency. (Item No. 9)

Speakers: None.

Action: Adopted the Report. (Vote of 5 to 0)

0211-13-2 Request to Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil, Temporary Civil Service in Class 2910 Social Worker at the Human Services Agency upon Completion of the Applicable Probationary Period. (Item No. 10)

Speakers: Theresa D. Ray, Employee

Action: Adopted the report. Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil effective the date of their status grant, following the completion of the requisite probationary period. (Vote of 5 to 0)

0212-13-8 Request to Grant Permanent Civil Service Status to Licinia McMorro, Temporary Civil Service 1824 Principal Administrative Analyst at the Municipal Transportation Agency Upon Completion of the Applicable Probationary Period. (Item No. 11)

Speakers: Derek Kim, Municipal Transportation Agency

Action: Adopted the report. (Vote of 5 to 0)

0160-13-6 Appeal By Keith Baraka of the Human Resources Director's Determination that his Allegations were Insufficient to Raise Inferences of Harassment/ Hostile Work Environment Based on Race and Sexual Orientation or Retaliation. (Item No. 12)

July 1, 2013 Postponed to the meeting of August 5, 2013 at the request of Mr. Baraka.

Speakers: Matthew Valdez, Department of Human Resources
Jesusa Bushong, San Francisco Fire Department
Keith Baraka, Appellant

Action: Adopted the report. Uphold the Human Resources Director's decision to deny the appeal of Mr. Keith Baraka. (Vote of 5 to 0)

Note: *Commissioner Roccanova disclosed that when she worked at the City Attorney's Office and represented the San Francisco Fire Department she handled a disciplinary matter which involved Mr. Baraka as an employee on the other side. She did not believe it was necessary grounds for recusal but wanted to make the disclosure.*

0209-13-8 Progress Report From the General Services Agency and Office of Labor Standards Enforcement regarding PSC # 4057-12-13. (Item No. 13)

Speakers: Donna Levitt, Office of Labor Standards
Ging Louie, IFPTE Local 21

Action: Adopted the report. (Vote of 5 to 0)

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #14 through #18. (Item No. 14)

None.

Vote on whether to hold agenda Item #17 in Closed Session—Action Item. (Item No. 15) Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) ; Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item #17 in Closed Session.
(Vote of 5 to 0)

Vote on whether to hold agenda item #18 in Closed Session – Action Item. Basis for Closed Session: – Personnel Matter (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) (Item No. 16)

Speakers: None.

Action: The Commission voted to conduct Item #18 in Closed Session.
(Vote of 5 to 0)

The Closed Session started at 3:12 p.m. in City Hall, Room 400.

- 0213-13-7 Closed Session – Request to lift the waiver on Future Employment Restrictions of a Former Peace Officer with a City and County of San Francisco Department. (Item No. 17)**

The following individuals were present for Item # 17:

E. Dennis Normandy, Vice President, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Douglas Chan, Commissioner, Civil Service Commission
Sallie Gibson, City Attorney's Office
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Dave Johnson, Department of Human Resources
Ashley Worsham, San Francisco Police Department
Tim Oberzeir, San Francisco Police Department
Mike Hinckley, Attorney
Appellant

- 0154-13-4 Appeal by Karina Ghor of her Background Disqualification for the 1044 IS Engineer Principal Position with the San Francisco Police Department. (Item No. 18)**

The following individuals were present for Item #18:

Scott Helfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Douglas Chan, Commissioner, Civil Service Commission
Sallie Gibson, City Attorney's Office
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Andy Mazzanil, San Francisco Police Department
Walter Ware, San Francisco Police Department
Gary Barner, San Francisco Police Department
Nelson Darb, Counsel for Appellant
Karina Ghor, Appellant

Closed Session ended at 4:22 p.m.; the Civil Service Commission reconvened in Open Session at 4:23 p.m. (Item No. 19)

- a) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

- b) **Vote to elect whether to disclose any or all discussions held on Item #18 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

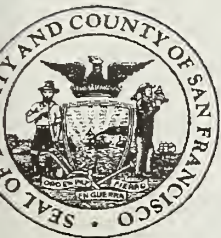
Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

Commissioner Favetti requested a report from the San Francisco Fire Department on how the department forms employee groups to conduct a comprehensive outreach through the community and a report on how employees in the department are informed about the Americans with Disabilities Act (ADA) and ADA procedures.

ADJOURNMENT (Item No. 21)

4:22 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

OTT R. HELDFOND
PRESIDENT

ENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

NA M. ROCCANOVA
COMMISSIONER

13

WIFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA Regular Meeting August 19, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of August 19, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 19, 2013
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER**

2:00 p.m.

ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES** - Action Item

Regular Meeting of August 5, 2013

Recommendation: Adopt.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

(5) **Department of Human Resources Report on Position-Based Testing Program.
(File No. 0225-13-1) – Action Item**

Recommendation: Adopt the report.

(6) **Department of Human Resources Report on Provisional Appointments.
(File No. 0226-13-1) – Action Item**

Recommendation: Adopt the report.

- (7) **Department of Human Resources Report of Exempt Positions Under Charter Sections 10.104-16 through 10.104-18. (File No. 0227-13-1) – Action Item**

Recommendation: Adopt the report.

- (8) **Department of Human Resources Report on Classification Consolidation. (File No. 0228-13-1) – Action Item**

Recommendation: Adopt the report.

- (9) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Review of request for approval of proposed personal services contracts. (File No. 0224-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-13/14	Airport Commission	\$300,000	The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.	Regular	12/31/2018
4013-13/14	Airport Commission	\$28,000,000	Contractor shall be responsible for the maintenance, repair, annual inspection, hoist way rope replacement, load testing, and unlimited emergency call back of approximately 170 elevators, 130 escalators, and 40 electric walks in the following locations: International Terminal Building, Boarding Area A and Garage A, Boarding Area G and Garage G, Domestic Terminals 1, 2 and 3, Domestic Garage, Connectors, AirTrain Stations, Rental Car Facility, Long Term Parking Garage and various other buildings and garages throughout the SFO Campus.	Regular	12/31/2018

Civil Service Commission Meeting Agenda

Regular Meeting of August 19 , 2013

4014-13/14	Municipal Transportation Agency	\$1,500,000	The consultant will provide full-service configuration design, implementation and support for SFMTA to integrate the Sustainable Streets Division's project management business needs into the on-going SFMTA's Capital Program and Control System (CPCS) implementation. CPCS is an agency-wide program controls software system capable of tracking capital project budgeting, financing, and contractor payments, project design scheduling, construction scheduling, and contract claims management. The consultant shall provide the following services: collect all project management and financial data (approximately 300 projects) and standardize data for analysis and input in the system; develop detailed requirements (including reporting requirements), technical design specifications, and configuration for integrating/customizing the various software components; build integration software and configuration; install software components; migrate data to the new solution; process design (to be) and implementation; testing; documentation; training; and solution rollout for production.	Regular	9/30/2014
4015-13/14	General Services Agency	\$95,000	The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	Regular	9/28/2015
4016-13/14	Emergency Management	\$124,497	This Urban Area Security Initiative (UASI) 2012 Grant project (CSC approved contract number 4121-12/13 Tier I on May 20th, 2013) is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. This purchase will allow the selected vendor to provide technical support from year 2 to 5 for Department of Technology (DT) and Department of Emergency Management (DEM) to keep the system running and functioning properly.	Regular	11/30/2018

Civil Service Commission Meeting Agenda

Regular Meeting of August 19 , 2013

4115-11/12	Public Defender	Current Approved Amount \$108,166 Increase Amount Requested \$36,166 New Total Amount Requested \$144,332	Center on Juvenile and Criminal Justice (CJCJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Education Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney – client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients. The LEAP youth advocate's sole goal and responsibility is to improve youth's educational performance as measured by increased attendance, improved behavior, improved grades, and ultimately matriculation through appropriate grade level and graduation.	Modi- fication	3/31/2014
4123-05/06	Human Resources	Current Approved Amount \$574,500 Increase Amount Requested \$575,000 New Total Amount Requested \$1,149,500	The Department of Human Resources (DHR) must provide City unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at unemployment insurance appeals hearings, regular audits of billing statements, records maintenance, reports and training.	Modi- fication	6/30/2021

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) San Francisco Municipal Transportation Agency Provisional Appointment Report. (File No. 0229-13-1) – Action Item

Recommendation: Adopt Report.

- (12) San Francisco Municipal Transportation Agency Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0230-13-1) – Action Item**

Recommendation: Adopt Report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (13) Appeal by Richard Denton of 5601 Utility Specialist Position-Based Test Exam. (File No. 0202-13-4) – Action Item**

Recommendation: Adopt the report and deny the appeal of Mr. Richard Denton.

- (14) Department of Human Resources Proposal To Amend the Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.5.2 – Examination without Charge. (File No. 0233-13-5) – Action Item**

Recommendation: Open for discussion; Direct the Executive Officer to post the proposed Rule changes for meet and confer.

- (15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

ANNIFER C. JOINSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting August 19, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present (Left at 3:38p.m., missed items 15 & 16)
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Excused (Notified Absence)
Commissioner Gina Roccanova	Present

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of August 5, 2013

Recommendation: Adopted as amended. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements None.

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HUMAN RESOURCES DIRECTOR'S REPORT**0225-13-1 Department of Human Resources Report on Position-Based Testing Program. (Item No. 5)****Speakers:** John Kraus, Department of Human Resources**Action:** Adopted the report. (Vote of 4 to 0)**0226-13-1 Department of Human Resources Report on Provisional Appointments. (Item No. 6)****Speakers:** John Kraus, Department of Human Resources**Action:** Adopted the report. (Vote of 4 to 0)**0227-13-1 Department of Human Resources Report of Exempt Positions Under Charter Sections 10.104-16 through 10.104-18. (Item No. 7)****Speakers:** Kerry Ko, Department of Human Resources**Action:** Adopted the report. (Vote of 4 to 0)**0228-13-1 Department of Human Resources Report on Classification Consolidation. (Item No. 8)****Speakers:** Steve Ponder, Department of Human Resources
John Kraus, Department of Human Resources**Action:** Adopted the report. (Vote of 4 to 0)**EXECUTIVE OFFICER'S REPORT (Item No. 9)**

None.

0224-13-8 Review of request for approval of proposed personal services contracts. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-13/14	Airport Commission	\$300,000	The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.	Regular	12/31/2018

Civil Service Commission Meeting Minutes

Regular Meeting of August 19 , 2013

4013-13/14	Airport Commission	\$28,000,000	Contractor shall be responsible for the maintenance, repair, annual inspection, hoist way rope replacement, load testing, and unlimited emergency call back of approximately 170 elevators, 130 escalators, and 40 electric walks in the following locations: International Terminal Building, Boarding Area A and Garage A, Boarding Area G and Garage G, Domestic Terminals 1, 2 and 3, Domestic Garage, Connectors, AirTrain Stations, Rental Car Facility, Long Term Parking Garage and various other buildings and garages throughout the SFO Campus.	Regular	12/31/2018
4014-13/14	Municipal Transportation Agency	\$1,500,000	The consultant will provide full-service configuration design, implementation and support for SFMTA to integrate the Sustainable Streets Division's project management business needs into the on-going SFMTA's Capital Program and Control System (CPCS) implementation. CPCS is an agency-wide program controls software system capable of tracking capital project budgeting, financing, and contractor payments, project design scheduling, construction scheduling, and contract claims management. The consultant shall provide the following services: collect all project management and financial data (approximately 300 projects) and standardize data for analysis and input in the system; develop detailed requirements (including reporting requirements), technical design specifications, and configuration for integrating/customizing the various software components; build integration software and configuration; install software components, migrate data to the new solution; process design (to be) and implementation; testing; documentation; training; and solution rollout for production.	Regular	9/30/2014
4015-13/14	General Services Agency	\$95,000	The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	Regular	9/28/2015
4016-13/14	Emergency Management	\$124,497	This Urban Area Security Initiative (UASI) 2012 Grant project (CSC approved contract number 4121-12/13 Tier 1 on May 20th, 2013) is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. This purchase will allow the selected vendor to provide technical support from year 2 to 5 for Department of Technology (DT) and Department of Emergency Management (DEM) to keep the system running and functioning properly.	Regular	11/30/2018

Civil Service Commission Meeting Minutes

Regular Meeting of August 19 , 2013

4115-11/12	Public Defender	<p>Current Approved Amount \$108,166</p> <p>Increase Amount Requested \$36,166</p> <p>New Total Amount Requested \$144,332</p>	<p>Center on Juvenile and Criminal Justice (CJCJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Education Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney – client privilege. While the education attorney advocates for the legal educational rights of the youth, the youth advocate ensures that an individualized service plan is developed for the youth to provide consistent and close supervision of the youth in compliance with education plans. The youth advocate will be based in the community and will work daily in the schools, interacting with school teachers, administrators, and support staff. The youth advocate will also assist the LEAP attorney in advocating for educational system's reform by conducting education workshops for parents and guardians who are the education rights holders of youth, testifying before school board hearings and meetings, and interfacing with community based agencies to improve policies and procedures that impact school success for Public Defender juvenile clients. The LEAP youth advocate's sole goal and responsibility is to improve youth's educational performance as measured by increased attendance, improved behavior, improved grades, and ultimately matriculation through appropriate grade level and graduation.</p>	Modi- fication	3/31/2014
4123-05/06	Human Resources	<p>Current Approved Amount \$574,500</p> <p>Increase Amount Requested \$575,000</p> <p>New Total Amount Requested \$1,149,500</p>	<p>The Department of Human Resources (DHR) must provide City unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at unemployment insurance appeals hearings, regular audits of billing statements, records maintenance, reports and training.</p>	Modi- fication	6/30/2021

Speakers: Cynthia Avakian & Amor Bautista, San Francisco International Airport spoke on PSC#4013-13/14
 Lucien Burgert & Leanne Nhan, Municipal Transportation Agency spoke on PSC #4014-13/14.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0229-13-1 San Francisco Municipal Transportation Agency Provisional Appointment Report. (Item No. 11)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted Report. (Vote of 4 to 0)

0230-13-1 San Francisco Municipal Transportation Agency Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 12)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the Report. (Vote of 4 to 0)

0202-13-4 Appeal by Richard Denton of 5602 Utility Specialist Position-Based Test Exam. (Item No. 13)

Speakers: David Hashemi, Public Utilities Commission
Richard Denton, Appellant

Action: Adopted the report and denied the appeal of Mr. Richard Denton.
(Vote of 4 to 0)

0233-13-5 Department of Human Resources Proposal to Amend the Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.5.2 – Examination without Charge. (Item No. 14)

Speakers: John Kraus, Department of Human Resources
Carl Swander, Ph.D., President of National Testing Network
Kevin Smith, San Francisco Black Firefighters Association
Kim Carter, IFPTE Local 21
Graham Hoffman, San Francisco Fire Department
Craig Gordon, San Francisco Fire Department

Action: No action taken.

Note: The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

3:50 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

113

COTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

NA M. ROCCANOVA
COMMISSIONER

NIFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA Regular Meeting September 16, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

SEPERATIONS AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

09-11-13 08:05 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of September 16, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 16, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of August 19, 2013

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

HUMAN RESOURCES DIRECTOR'S REPORT

(5) Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments. (File No. 0246-13-1) – Action Item

Recommendation: Accept the report.

EXECUTIVE OFFICER'S REPORT

(6) Year-End Report on the Civil Service Commission's Activities and Achievements in Fiscal Year 2012-2013. (File No. 0251-13-4) – Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0247-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-13/14	Juvenile Court	\$540,000	Contractor will provide electronic monitoring services and necessary equipment for eligible Juvenile Probation Department (JPD) youth. Service will allow the department to track youth released to the program in lieu of detention.	Regular	12/31/2017
4018-13/14	Municipal Transportation Agency	\$240,000	To provide an independent evaluation of the quality of the San Francisco Municipal Transportation Agency's (SFMTA) operations as required under San Francisco Charter Section 8A.107. The consultant will conduct field research including meetings with staff reviewing data collection and calculation methodologies; evaluate/assess the integrity of data and the extent to meet the goals, objectives and standards; identify opportunities to improve services; prepare a report and present the report in public hearings before the Citizens' Advisory Council, SFMTA Board of Directors, and the San Francisco Board of Supervisors.	Regular	11/30/2019
4020-13/14	General Services Agency	\$1,000,000	Clean interior and exterior windows, skylights and roof windows, greenhouses, plexiglas, mirrors, stained glass, etc. at City-owned facilities in San Francisco, San Mateo and Alameda Counties.	Regular	11/30/2016
4021-13/14	Public Health	\$700,000	The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.	Regular	12/31/2018
4022-13/14	Public Health	\$4,200,000	Contractor(s) will provide studies to comply with the requirements of City Planning, Joint Commission (which accredits hospitals), and other regulatory agencies which will include: assessment and feasibility studies of future uses for DPH buildings after the San Francisco General Hospital re-build; future bond measures; Institutional Master Plan and SFGH Campus Master Plan updates, code advisory services related to regulatory compliance issues.	Regular	4/30/2018

Civil Service Commission Meeting Agenda

Regular Meeting of September 16, 2013

4045-11/12	Public Utilities Commission	Current Approved Amount \$96,500 Increase Amount Requested \$500,000 New Total Amount Requested \$596,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to SFPUC and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	Modification	11/30/2016
4061-07/08	Public Utilities Commission	Current Approved Amount \$5,000,000 Increase Amount Requested \$750,000 New Total Amount Requested \$5,750,000	Water quality related support services including but not limited to software maintenance, technical reviews and studies; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; and future operations planning for the overall system.	Modification	11/30/2018
3035-11/12	Public Health	Current Approved Amount \$67,200 Increase Amount Requested \$33,600 New Total Amount Requested \$100,800	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hub as directed by the SFGH Rebuild Environment Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	Modification	6/30/2014
4076-09/10	Public Works	Current Approved Amount \$3,798,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,798,000	Provide special construction & building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$800,000 and contract duration of five (5) years each.	Modification	12/31/2019

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

SEPERATIONS AGENDA

(8) Request for Hearing by George Mande on his Future Employment with the City and County of San Francisco. (File No. 0059-12-7) – Action Item

July 15, 2013

Postponed the item at the request of the Department of Public Health. Commissioner Favetti directed the Assistant Executive Officer to check the availability of the Appellants and the Department of Public Health to be present for the meeting of September 16, 2013.

Recommendation: Adopt the report; deny the appeal by George Mande of his Future Employment with the City and County of San Francisco.

(9) Request for Hearing by Raquel Ferrer on her Future Employment with the City and County of San Francisco. (File No. 0060-12-7) – Action Item

July 15, 2013 Postponed the item at the request of the Department of Public Health. Commissioner Favetti directed the Assistant Executive Officer to check the availability of the Appellants and the Department of Public Health to be present for the meeting of September 16, 2013.

Recommendation: Adopt the report; deny the appeal by Raquel Ferrer of her Future Employment with the City and County of San Francisco.

CLOSED SESSION AGENDA

(10) Appeal of the Human Resources Director's Determination that Peace Officer's Allegations are Insufficient to Raise an Inference of Harassment/Hostile Work Environment Based on Race, Sex, Age or Retaliation. (File No. 0155-13-6) – Action Item

- a. Public comment on all matters pertaining to Item #10.
- b. Vote on whether to hold item #10 in Closed Session – Action Item.

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- c. Closed Session – Register #0155-13-6, Appeal of the Human Resources Director's Determination that Peace Officer's Allegations are Insufficient to Raise and Inference of Harassment/Hostile Work Environment Based on Race, Sex, Age or Retaliation – Action Item
- d. Reconvene in Open Session. Vote on whether to disclose any or all discussions held on Item #10 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
September 16, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Rocanova	Present

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President Scott R. Helfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of August 19, 2013

Note: Commissioner Favetti recused herself from this item since she was not present for the August 19, 2013 meeting.

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

The Commission welcomed Jennifer Johnston back in the chair and thanked Sandra Eng for her performance as Acting Executive Officer.

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SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**0246-13-1 Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments.**

Speakers: Dave Johnson, Department of Human Resources
Yolanda Williams, Officers for Justice-Peace Officers' Association

Action: Accepted the report. (Vote 5 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 6)**0251-13-1 Year-End Report on the Civil Service Commission's Activities and Achievements in Fiscal Year 2012-2013.**

Speakers: Jennifer Johnston, Civil Service Commission

Action: Accepted the report. (Voted 5 to 0)

0247-13-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-13/14	Juvenile Court	\$540,000	Contractor will provide electronic monitoring services and necessary equipment for eligible Juvenile Probation Department (JPD) youth. Service will allow the department to track youth released to the program in lieu of detention.	Regular	12/31/2017
4018-13/14	Municipal Transportation Agency	\$240,000	To provide an independent evaluation of the quality of the San Francisco Municipal Transportation Agency's (SFMTA) operations as required under San Francisco Charter Section 8A.107. The consultant will conduct field research including meetings with staff reviewing data collection and calculation methodologies; evaluate/assess the integrity of data and the extent to meet the goals, objectives and standards; identify opportunities to improve services; prepare a report and present the report in public hearings before the Citizens' Advisory Council, SFMTA Board of Directors, and the San Francisco Board of Supervisors.	Regular	11/30/2019
4020-13/14	General Services Agency	\$1,000,000	Clean interior and exterior windows, skylights and roof windows, greenhouses, plexiglas, mirrors, stained glass, etc. at City-owned facilities in San Francisco, San Mateo and Alameda Counties.	Regular	11/30/2016
4021-13/14	Public Health	\$700,000	The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.	Regular	12/31/2018

Civil Service Commission Meeting Minutes

Regular Meeting of September 16, 2013

4022-13/14	Public Health	\$4,200,000	Contractor(s) will provide studies to comply with the requirements of City Planning, Joint Commission (which accredits hospitals), and other regulatory agencies which will include: assessment and feasibility studies of future uses for DPII buildings after the San Francisco General Hospital re-build; future bond measures; Institutional Master Plan and SFGH Campus Master Plan updates, code advisory services related to regulatory compliance issues.	Regular	4/30/2018
4045-11/12	Public Utilities Commission	Current Approved Amount \$96,500 Increase Amount Requested \$500,000 New Total Amount Requested \$596,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to SFPUC and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	Modification	11/30/2016
4061-07/08	Public Utilities Commission	Current Approved Amount \$5,000,000 Increase Amount Requested \$750,000 New Total Amount Requested \$5,750,000	Water quality related support services including but not limited to software maintenance, technical reviews and studies; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; and future operations planning for the overall system.	Modification	11/30/2018
3035-11/12	Public Health	Current Approved Amount \$67,200 Increase Amount Requested \$33,600 New Total Amount Requested \$100,800	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hub as directed by the SFGH Rebuild Environment Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	Modification	6/30/2014
4076-09/10	Public Works	Current Approved Amount \$3,798,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,798,000	Provide special construction & building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$800,000 and contract duration of five (5) years each.	Modification	12/31/2019

Speakers: Robert Longhitano and Willie Ramirez, Department of Public Health, spoke on PSC# 3035-11/12.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0059-12-7 Request for Hearing by George Mande on his Future Employment with the City and County of San Francisco. (Item No. 8)

July 15, 2013 Postponed the item at the request of the Department of Public Health. Commissioner Favetti directed the Assistant Executive Officer to check the availability of the Appellants and the Department of Public Health to be present for the meeting of September 16, 2013.

- Note:** Vice President Normandy recused himself from the discussion and decision of this item due to his personal relationship with the appellant's attorney, Mr. Rodis. (Vote of 4 to 0)
- Speakers:** Willie Ramirez, Laguna Honda Hospital
Madonna Valencia, Laguna Honda Hospital
Rodel Rodis, Attorney for George Mande
- Action:** Adopted the report. No Future Employment with the City and County of San Francisco. Denied the appeal by George Mande (Vote of 4 to 0)

0060-12-7 Request for Hearing by Raquel Ferrer on her Future Employment with the City and County of San Francisco. (Item No. 9)

- July 15, 2013 Postponed the item at the request of the Department of Public Health. Commissioner Favetti directed the Assistant Executive Officer to check the availability of the Appellants and the Department of Public Health to be present for the meeting of September 16, 2013.
- Note:** Vice President Normandy recused himself from the discussion and decision of this item due to his personal relationship with the appellant's attorney, Mr. Rodis. (Vote of 4 to 0)
- Speakers:** Willie Ramirez, Laguna Honda Hospital
Madonna Valencia, Laguna Honda Hospital
Rodel Rodis, Attorney for Raquel Ferrer
- Action:** Adopted the report. No Future Employment with the City and County of San Francisco. Denied the appeal by Raquel Ferrer. (Vote 3 to 1; Commissioner Chan dissented.)

CLOSED SESSION AGENDA

0155-13-6 Appeal of the Human Resources Director's Determination that Peace Officer's Allegations are Insufficient to Raise an Inference of Harassment/Hostile Work Environment Based on Race, Sex, Age or Retaliation. (Item No. 10)

a. Public comment on all matters pertaining to Item #10.

None.

b. Vote on whether to hold item #10 in Closed Session – Action Item.

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item # 10 in Closed Session.
(Vote of 5 to 0)

The Closed Session started at 3:20 p.m. in City Hall, Room 400.

- c. **Closed Session – Appeal of the Human Resources Director’s Determination that Peace Officer’s Allegations are Insufficient to Raise and Inference of Harassment/Hostile Work Environment Based on Race, Sex, Age or Retaliation (Item No. 10)**

July 1, 2013: The Commission voted not to disclose any or all discussions.

The following individuals were present for Item No. 10:

Scott Helfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Douglas S. Chan, Commissioner, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Linda Simon, Department of Human Resources
Svetlana Vaksberg, Department of Human Resources
Department Representative
Department Representative
Department Representative
Attorney for Appellant

Closed Session ended at 4:10p.m.; the Civil Service Commission reconvened in Open Session at 4:11 p.m.

- d. **Reconvene in Open Session. Vote on whether to disclose any or all discussions held on Item #10 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 11)

None.

ADJOURNMENT (Item No. 12)

4:11 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

10-11-13 10:42 AM

7/13

SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

ANNA M. ROCCANOVA
COMMISSIONER

NINFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA Regular Meeting October 7, 2013

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Civil Service Commission Meeting Agenda

Regular Meeting of October 7, 2013

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 7, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of September 16, 2013

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0266-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-13/14	Airport Commission	\$300,000	The contracted work will consist of an intercept and online survey of 25,000 air passengers departing San Francisco International (SFO) and Oakland International (OAK) Airports. The survey will be conducted for a full year at both SFO and OAK to capture seasonal fluctuations, and will involve developing a survey instrument and programming electronic devices, interviewing air traffic passengers, probing accuracy of responses, correcting and compiling specialized data, and preparing survey analysis reports.	Regular	10/31/2015
4024-13/14	Public Utilities Commission	\$100,000	The selected vendor will submit shop drawings, and basic operating procedures, and will provide design support for membrane filtration (MF) equipment which is a critical component of the proposed recycled water treatment facility.	Regular	1/22/2017
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Civil Service Commission Meeting Agenda

Regular Meeting of October 7, 2013

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Civil Service Commission Meeting Agenda

Regular Meeting of October 7, 2013

4007-09/10	Public Works	Current Approved Amount \$450,000 Increase Amount Requested \$350,000 New Total Amount Requested \$ 800,000	The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services. DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.	Modification	4/1/2016
4016-10/11	Public Works	Current Approved Amount \$400,00 Increase Amount Requested \$400,00 New Total Amount Requested \$800,000	Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 2 as needed contracts, each not to exceed \$200,000.	Modification	9/30/2016
4039-11/12	Public Works	Current Approved Amount \$220,000 Increase Amount Requested \$230,000 New Total Amount Requested \$450,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHPD's NPC4 seismic requirements.	Modification	4/30/2015

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

- (8) **Status Report on Pilot Rule 411A Position Based Testing Program for San Francisco Municipal Transportation Agency Service – Critical Positions or Classes.**
(File No. 0261-13-1) – Action Item

Recommendation: Accept the staff report.

REGULAR AGENDA

- (9) **Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department. (File No. 0205-13-4) – Action Item**

Recommendation: Adopt the report; deny the appeal by Jason Cardoza.

- (10) **Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the City and County of San Francisco. (File No. 0185-13-4) – Action Item**

Recommendation: Adopt the report; deny the appeal by Aaron Lampkin.

- (11) **Request to Grant Permanent Civil Service Status to Adrienne Anderson, Temporary Civil Service in Class 1844 Senior Management at the San Francisco Municipal Transportation Agency upon Completion of the Applicable Probationary Period. (File No. 0268-13-2) – Action Item**

Recommendation: Accept the report; approve the request to grant status to Adrienne Anderson in class 1844 Senior Management.

- (12) **Department of Human Resources' Proposal to Amend Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III 311.5.2 – Examination without Charge. (File No. 026-13-1) – Action Item**

August 19, 2013: The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

Recommendation: Accept the report and direct the Executive Officer to post the proposed Rule change for meet and confer.

SEPARATIONS AGENDA

- (13) **Request for Hearing by Cynthia Carter on her Future Employment Restrictions as a 9163 Transit Operator with the Municipal Transportation Agency. (File No. 0304-10-7) – Action Item**

October 3, 2011: Postponed to the meeting of November 7, 2011 at the request of Cynthia Carter.

November 7, 2011: Cancelled due to lack of quorum due to illness.

December 5, 2011: Postponed to the meeting of December 19, 2011.

December 19, 2011: President Normandy recused from voting. (Vote of 3 to 0) Continued to a meeting when there is a full Commission seated. (Three (3) votes are needed for Commission action.)

Recommendation: Adopt the report; deny the appeal by Cynthia Carter of her Future Employment with the City and County of San Francisco.

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

13
decl
T R. HELDFOND
PRESIDENT

NIS NORMANDY
VICE PRESIDENT

UGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

M. ROCCANOVA
COMMISSIONER

ER C. JOHNSTON
EXECUTIVE OFFICER

Amended

AGENDA Regular Meeting October 7, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and

4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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Announcement of changes to the agenda

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Civil Service Commission Meeting Agenda

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Civil Service Commission Meeting Agenda

Regular Meeting of October 7, 2013

4007-09/10	Public Works	Current Approved Amount \$450,000 Increase Amount Requested \$350,000 New Total Amount Requested \$ 800,000	The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services. DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.	Modification	4/1/2016
4016-10/11	Public Works	Current Approved Amount \$400,00 Increase Amount Requested \$400,00 New Total Amount Requested \$800,000	Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 2 as needed contracts, each not to exceed \$200,000.	Modification	9/30/2016
4039-11/12	Public Works	Current Approved Amount \$220,000 Increase Amount Requested \$230,000 New Total Amount Requested \$450,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHPD's NPC4 seismic requirements.	Modification	4/30/2015

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

- (8) **Status Report on Pilot Rule 411A Position Based Testing Program for San Francisco Municipal Transportation Agency Service – Critical Positions or Classes.**
(File No. 0261-13-1) – Action Item

Recommendation: Accept the staff report.

REGULAR AGENDA

- (9) **Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department. (File No. 0205-13-4) – Action Item**

Recommendation: Adopt the report; deny the appeal by Jason Cardoza.

- (10) **Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the City and County of San Francisco. (File No. 0185-13-4) – Action Item**

Recommendation: Adopt the report; deny the appeal by Aaron Lampkin.

- (11) **Request to Grant Permanent Civil Service Status to Adrienne Anderson, Temporary Civil Service in Class 1844 Senior Management at the San Francisco Municipal Transportation Agency upon Completion of the Applicable Probationary Period. (File No. 0268-13-2) – Action Item**

Recommendation: Accept the report; approve the request to grant status to Adrienne Anderson in class 1844 Senior Management.

- (12) **Department of Human Resources' Proposal to Amend Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III 311.5.2 – Examination without Charge. (File No. 026-13-1) – Action Item**

August 19, 2013: The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

Recommendation: Accept the report and direct the Executive Officer to post the proposed Rule change for meet and confer.

- (13) ***Review of Request for Approval of Proposed Personal Services Contract number from the 4027-13/14 from the Department of Public Health. (File No. 0272-13-8) - Action Item***

<i>PSC#</i>	<i>Department</i>	<i>Amount</i>	<i>Type of Service</i>	<i>Type of Approval</i>	<i>Duration</i>
4027-13/14	Public Health	\$4,000,000	Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.	Regular	6/30/2018

SEPARATIONS AGENDA

- (14) **Request for Hearing by Cynthia Carter on her Future Employment Restrictions as a 9163 Transit Operator with the Municipal Transportation Agency. (File No. 0304-10-7) – Action Item**

October 3, 2011: Postponed to the meeting of November 7, 2011 at the request of Cynthia Carter.

November 7, 2011: Cancelled due to lack of quorum due to illness.

December 5, 2011: Postponed to the meeting of December 19, 2011.

December 19, 2011: President Normandy recused from voting. (Vote of 3 to 0) Continued to a meeting when there is a full Commission seated. (Three (3) votes are needed for Commission action.)

Recommendation: Adopt the report; *deny the appeal by Cynthia Carter of her Future Employment with the San Francisco Municipal Transportation Agency.*

- (15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) **ADJOURNMENT**



October 7, 2013 Regular Meeting

Civil Service Commission - October 7, 2013

Amended

MINUTES

Regular Meeting

October 7, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:00 p.m.

ROLL CALL

President Scott R. Helfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Helfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of September 16, 2013

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Jennifer Johnston announced that there were changes to the Agenda with respect to Item # 9 (appeal by Jason Cardoza of his background rejection for a 1934 Storekeeper Position with the San Francisco Police Department) and Item #10 (appeal by Aaron Lampkin of his background rejection for a 9209 Police Service Aide Position with the City and County of San Francisco) as a result of the advice she had received from the City Attorney's Office that morning. Specifically, upon revisiting the issue, Deputy City Attorney Sallie Gibson expressed some concerns about hearing the appeals in Open Session due to confidentiality and privacy implications in light of the extensive background rejection reviews, and particularly given the fact that the San Francisco Police Department obtains the information by means of a confidential database. Accordingly, both items were postponed to a meeting in the near future so that they may be heard in Closed Session.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0266-13-8

Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-13/14	Airport Commission	\$300,000	The contracted work will consist of an intercept and online survey of 25,000 air passengers departing San Francisco International (SFO) and Oakland International (OAK) Airports. The survey will be conducted for a full year at both SFO and OAK to capture seasonal fluctuations, and will involve developing a survey instrument and programming electronic devices, interviewing air traffic passengers, probing accuracy of responses, correcting and compiling specialized data, and preparing survey analysis reports.	Regular	10/31/2015
4024-13/14	Public Utilities Commission	\$100,000	The selected vendor will submit shop drawings, and basic operating procedures, and will provide design support for membrane filtration (MF) equipment which is a critical component of the proposed recycled water treatment facility.	Regular	1/22/2017

4026-13/14	Municipal Transportation Agency	\$650,000	The contractor will design, install and maintain a closed-circuit (CCTV) wireless video surveillance system to monitor nineteen (19) surface public parking facilities primarily for administrative and maintenance needs. This work will include the entire design of the system and installation of mounting equipment, cameras and network devices to communicate back to a centralized control station dedicated to monitoring these properties. Maintenance of the entire system is also included.	Regular	1/14/2018
4027-13/14 This item has been appealed and therefore moved to the Regular Agenda as Item # 13.	Public Health	\$4,000,000	Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.	Regular	6/30/2018

3082-12/13	Business, Economic Development	<p>Current Approved Amount</p> <p>\$49,950</p> <p>Increase Amount Requested</p> <p>\$49,950</p> <p>New Total Amount Requested</p> <p>\$99,900</p>	<p>Contractor will provide an economic development action plan for two additional "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and reports being prepared by the Planning Department and other community partners; identifying any gaps in the data collection; studying existing conditions, including land use, circulation, and streetscape conditions; attending and facilitating community workshops; conducting analyses of market opportunities and development feasibility; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.</p>	Modi- fication	12/31/2014
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4106-09/10	Airport Commission	<p>Current Approved Amount</p> <p>\$7,400,000</p> <p>Increase Amount Requested</p> <p>\$6,300,00</p> <p>New Total Amount Requested</p> <p>\$13,700,000</p>	<p>Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. The T3 East Improvements Project, the second contract under the Terminal 3 (T3) Program has started, and is closely interrelated to the Boarding Area E (BAE) Project that both projects needed to be closely coordinated. A joint Administrative Construction Management team was created to maintain consistency of reporting, overall program oversight, and coordination and to generate cost savings for the Program. The new proposed modification is due to the additional administrative construction management services that will support the T3 Program.</p>	Modification	2/1/2017
4113-10/11	Port Commission	<p>Current Approved Amount</p> <p>\$600,000</p> <p>Increase Amount Requested</p> <p>\$200,000</p> <p>New Total Amount Requested</p> <p>\$800,000</p>	<p>Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.</p>	Modification	12/31/2018

3012-13/14	Municipal Transportation Agency	Current Approved Amount	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	Modi- fication	10/31/2018
		\$49,000			
		Increase Amount Requested			
		\$1,000,000			
		New Total Amount Requested			
		\$1,049,000			

2010-08/09	Public Health	<p>Current Approved Amount</p> <p>\$26,000,000</p> <p>Increase Amount Requested</p> <p>\$28,300,000</p> <p>New Total Amount Requested</p> <p>\$ 54,300,000</p>	<p>Contractor provides Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on copayments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.</p>	Modi- fication	6/30/2018
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4007-09/10	Public Works	<p>Current Approved Amount</p> <p>\$450,000</p> <p>Increase Amount Requested</p> <p>\$350,000</p> <p>New Total Amount Requested</p> <p>\$ 800,000</p>	<p>The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services. DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.</p>	Modi- fication	4/1/2016
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4016-10/11	Public Works	<p>Current Approved Amount</p> <p>\$400,00</p> <p>Increase Amount Requested</p> <p>\$400,00</p> <p>New Total Amount Requested</p> <p>\$800,000</p>	<p>Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 2 as needed contracts, each not to exceed \$200,000.</p>	Modification	9/30/2016
4039-11/12	Public Works	<p>Current Approved Amount</p> <p>\$220,000</p> <p>Increase Amount Requested</p> <p>\$230,000</p> <p>New Total Amount Requested</p> <p>\$450,000</p>	<p>An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHPD's NPC4 seismic requirements.</p>	Modification	4/30/2015

Action:

Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0261-13-1

Status Report on Pilot Rule 411A Position Based Testing Program for San Francisco Municipal Transportation Agency Service – Critical Positions or Classes.

(Item No. 8)

Speaker:

Derek Kim, San Francisco Municipal Transportation Agency

Action:

Accepted the staff report. (Vote of 5 to 0)

0205-13-4

Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department. (Item No. 9)

Action: Postponed to a future meeting when the matter may be heard in Closed Session.

0185-13-4

Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the City and County of San Francisco. (Item No. 10)

Action: Postponed to a future meeting when the matter may be heard in Closed Session.

0268-13-2

Request to Grant Permanent Civil Service Status to Adrienne Anderson, Temporary Civil Service in Class 1844 Senior Management at the San Francisco Municipal Transportation Agency upon Completion of the Applicable Probationary Period. (Item No. 11)

Speaker: Derek Kim, San Francisco Municipal Transportation Agency

Action: Accepted the report; approved the request to grant status to Adrienne Anderson in class 1844 Senior Management. (Vote of 5 to 0)

0267-13-1

**Department of Human Resources' Proposal to Amend Civil Service Commission Rules
Applicable to the Uniformed Ranks of the Fire Department, Volume III 311.5.2 –
Examination without Charge. (Item No. 12)**

August 19, 2013:

The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

Speakers:

John Kraus, Department of Human Resources

Sharon Jenkins, IFPTE Local 21

Kevin Smith, San Francisco Black Firefighters Association

Jared Cooper, San Francisco Firefighter Paramedics' Association

Kathy Gilbraith, Firefighters, Local 798; United Fire Service Women

Action:

Accepted the report. Directed the Executive Officer to post the proposed rule change as specified by Commissioner Favetti for meet and confer with the Commissioners' comments used for guidance in negotiating the contract and implementing the program.

(Vote of 5 to 0)

0272-13-8

**Review of Request for Approval of Proposed Personal Services Contract number from
the 4027-13/14 from the Department of Public Health. (Item No. 13)**

<i>PSC#</i>	<i>Department</i>	<i>Amount</i>	<i>Type of Service</i>	<i>Type of Approval</i>	<i>Duration</i>
4027-13/14	Public Health	\$4,000,000	Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.	Regular	6/30/2018

Speakers:

Jacque Hale, Department of Public Health

William Blum, Department of Public Health

Willie Ramirez, Department of Human Resources

Jeff Duritz, Union of American Physician and Dentists

Action:

Adopted the report and approved the request for proposed personal services contract with the condition that the Department of Public Health provide annual reports to the Commission with information on patient-doctor ratios, and that the Department of Public Health meet with UAPD and provide an update on those discussions to the Executive Officer. Notified the Office of the Controller and the Office of Contract Administration.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA Regular Meeting October 21, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

CLOSED SESSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

Civil Service Commission Meeting Agenda

Regular Meeting of October 21, 2013

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
October 21, 2013
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Rocanova

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of October 7, 2013

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda

Other announcements

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0274-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-13/14	Treasurer/Tax Collector	\$750,000	The Office of the Treasurer & Tax Collector wishes to procure access to financial market data and software to analyze that data to enhance the County Pooled Fund Portfolio's earnings.	Regular	9/30/2018
4029-13/14	Municipal Transportation Agency	\$275,000	The Contractor will develop a campaign strategy and message for a pedestrian safety campaign. The contractor will research and develop a strategy based on best practices for safety campaigns that have shown actual reductions in pedestrian accident rates. Based on this strategy, the consultant will develop campaign messaging for an 18-month pedestrian education campaign.	Regular	7/30/2016
4030-13/14	Municipal Transportation Agency	\$499,000	The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paving Co., Inc. v. Washington State Department of Transportation.	Regular	12/31/2014
4031-13/14	Municipal Transportation Agency	\$12,000,000	The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 offstreet parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware.	Regular	2/28/2017
4032-13/14	Police	\$360,000	Managed Services for HP Printers & Plotter fleet at all locations of SFPD. Attend Service Calls within 4 Business hours. Monitor and provide 99% up-time of Printers. Carry Printer, Plotters Parts & supplies to replace onsite for break-fix issues. Supplies, such as Toner to be replaced within 4 business hours at HOJ and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.	Regular	9/30/2015
4113-08/09	Public Health	Current Approved Amount \$22,000,000 Increase Amount Requested \$15,000,000 New Total Amount Requested \$37,000,000	Provision of health dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco; whose family income is under the 300% of the Federal Poverty Level and who do not qualify for Medi-Cal or Healthy Families.	Modification	6/30/2015

Recommendation: Adopt the report; Approve the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **Report on How the San Francisco Fire Department Forms Employee Groups to Conduct a Comprehensive Outreach through the Community. (File No. 0275-13-1) – Action Item**

Recommendation: Accept the report.

- (9) **San Francisco Fire Department's Report on the Dissemination of Information to Employees regarding the Americans with Disabilities Act. (File No. 0276-13-1) – Action Item**

Recommendation: Accept the report.

- (10) **Certification of the Highest Prevailing Rate of Wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 0277-13-3) – Action Item**

Recommendation: Adopt the report; Forward to the Board of Supervisors.

REGULAR AGENDA

- (11) **Proposed Revision to Civil Service Rule Series 004 – Administration. (File No. 0278-13-1) – Action Item**

Recommendation: Adopt the Executive Officer's Report; Direct the Executive Officer to Post the Proposed Rule Revisions for Adoption.

- (12) **Appeal by Paul Haynes of the Human Resources Director's Determination of Insufficient Evidence to Sustain His Complaint of Discrimination. (File No. 0236-13-6) – Action Item**

Recommendation: Adopt the report and deny the appeal by Paul Haynes.

SEPARATIONS AGENDA

- (13) **Request for Hearing by Lock Kwan, Class 5207 Associate Engineer on his Future Employment Restrictions with the City and County of San Francisco. (File No. 0046-12-7) – Action Item**

Recommendation: Adopt the report and deny the appeal by Lock Kwan.

CLOSED SESSION AGENDA

- (14) **Appeal of the Human Resources Director's Determination that Peace Officer Did Not Assert Sufficient Allegations To Raise an Inference of Harassment/Hostile Work Environment Based on Race and Sex, and Retaliation in Violation of Federal, State and Local Laws. (File No #0186-13-6) – Action Item**

- a. **Public comment on all matters pertaining to Item #14.**
- b. **Vote on whether to hold agenda Item #14 in Closed Session—Action Item.**

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- c. **Closed Session – Register #0186-13-6, Appeal of the Human Resources Director's Determination that Peace Officer Did Not Assert Sufficient Allegations To Raise an Inference of Harassment/Hostile Work Environment Based on Race and Sex, and Retaliation in Violation of Federal, State and Local Laws. – Action Item**
- d. **Reconvene in Open Session. Vote on whether to disclose any or all discussions held on Item #14 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

- (15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting October 21, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Heldfond presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of October 7, 2013

Action: Adopted the minutes as amended to reflect a vote of 4 to 0 instead of 5 to 0 on Register No. 0304-10-7 (Request for Hearing by Cynthia Carter on her Future Employment Restrictions as a 9163 Transit Operator with the Municipal Transportation Agency). (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Jennifer Johnston announced that the appellant on Agenda Item # 12 (Appeal by Paul Haynes of the Human Resources Director's Determination of Insufficient Evidence to Sustain his Complaint of Discrimination) phoned the Commission office that morning to request that his appeal be postponed to the Commission meeting of January 6, 2014.

Other announcements: President Heldfond announced that the Civil Service Commission's Annual Report for Fiscal Year 2012-13 is available on the Civil Service Commission's website, and commended Commission staff for their work on the report.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0274-13-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-13/14	Treasurer/Tax Collector	\$750,000	The Office of the Treasurer & Tax Collector wishes to procure access to financial market data and software to analyze that data to enhance the County Pooled Fund Portfolio's earnings.	Regular	9/30/2018
4029-13/14	Municipal Transportation Agency	\$275,000	The Contractor will develop a campaign strategy and message for a pedestrian safety campaign. The contractor will research and develop a strategy based on best practices for safety campaigns that have shown actual reductions in pedestrian accident rates. Based on this strategy, the consultant will develop campaign messaging for an 18-month pedestrian education campaign.	Regular	7/30/2016
4030-13/14	Municipal Transportation Agency	\$499,000	The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paving Co., Inc. v. Washington State Department of Transportation.	Regular	12/31/2014
4031-13/14	Municipal Transportation Agency	\$12,000,000	The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 offstreet parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware.	Regular	2/28/2017
4032-13/14	Police	\$360,000	Managed Services for HP Printers & Plotter fleet at all locations of SFPD. Attend Service Calls within 4 Business hours. Monitor and provide 99% up-time of Printers. Carry Printer, Plotters Parts & supplies to replace onsite for break-fix issues. Supplies, such as Toner to be replaced within 4 business hours at HOJ and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.	Regular	9/30/2015
4113-08/09	Public Health	Current Approved Amount \$22,000,000 Increase Amount Requested \$15,000,000 New Total Amount Requested \$37,000,000	Provision of health dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco; whose family income is under the 300% of the Federal Poverty Level and who do not qualify for Medi-Cal or Healthy Families.	Modification	6/30/2015

Civil Service Commission Meeting Minutes

Regular Meeting of October 21, 2013

Speakers: John Knox-White, San Francisco Municipal Transportation Agency, spoke on PSC# 4029-13/14.
Cynthia Hamada, San Francisco Municipal Transportation Agency, spoke on PSC# 4029-13/14.
Jacquie Hale, Department of Public Health, spoke on PSC# 4113-08/09.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0275-13-1 Report on How the San Francisco Fire Department Forms Employee Groups to Conduct a Comprehensive Outreach through the Community. (Item No. 8)

Speaker: Jesusa Bushong, San Francisco Fire Department

Action: Accepted the report. (Vote of 5 to 0)

0276-13-1 San Francisco Fire Department's Report on the Dissemination of Information to Employees regarding the Americans with Disabilities Act. (Item No. 9)

Speakers: Jesusa Bushong, San Francisco Fire Department

Action: Accepted the report with the understanding that the Executive Officer will be reviewing the Civil Service Commission's policy on the employment of persons with disabilities. (Vote of 5 to 0)

0277-13-3 Certification of the Highest Prevailing Rate of Wages of Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (Item No. 10)

Action: Adopted the report; forwarded the report to the Board of Supervisors. (Vote of 5 to 0)

0278-13-1 Proposed Revision to Civil Service Rule Series 004 – Administration. (Item No. 11)

Action: Adopted the Executive Officer's Report. Directed the Executive Officer to post the proposed Rule revisions for adoption. (Vote of 5 to 0)

0236-13-6 Appeal by Paul Haynes of the Human Resources Director's Determination of Insufficient Evidence to Sustain His Complaint of Discrimination. (Item No. 12)

Action: No action taken (postponed to the meeting of January 6, 2014 at the request of the appellant).

0046-12-7 Request for Hearing by Lock Kwan, Class 5207 Associate Engineer on his Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

Speakers: Justine Hinderliter, Public Utilities Commission
Ging Louie, IFPTE Local 21
Lock Kwan, Appellant

Action: Continued to a future meeting date to be scheduled within 60 days so that the San Francisco Public Utilities Commission and Lock Kwan may address the questions raised by the Commission. (Vote of 5 to 0)

0186-13-6 Appeal of the Human Resources Director's Determination that Peace Officer Did Not Assert Sufficient Allegations To Raise an Inference of Harassment/Hostile Work Environment Based on Race and Sex, and Retaliation in Violation of Federal, State and Local Laws. (Item No. 14)

a. Public comment on all matters pertaining to Item #14.

None.

b. Vote on whether to hold agenda Item #14 in Closed Session. Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8)).

Action: The Commission voted to conduct Item #14 in Closed Session.
(Vote of 5 to 0)

c. Closed Session – Register #0186-13-6, Appeal of the Human Resources Director's Determination that Peace Officer Did Not Assert Sufficient Allegations To Raise an Inference of Harassment/Hostile Work Environment Based on Race and Sex, and Retaliation in Violation of Federal, State and Local Laws.

Closed Session started at 4:01 p.m. in City Hall, Room 400. The following were present:

Scott R. Heldfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Douglas S. Chan, Commissioner, Civil Service Commission
Donna Kotake, Department of Human Resources
Sallie Gibson, Deputy City Attorney
Jennifer Johnston, Executive Officer, Civil Service Commission
Luz Morganti, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Svetlana Vaksberg, Department of Human Resources
Department Representative
Appellant
Appellant's Witness/Department Representative

Appellant's Witness
Appellant's Union Representative

Closed Session ended at 4:34 p.m.; the Civil Service Commission reconvened in Open Session at 4:35 p.m.

- d. Reconvene in Open Session. Vote on whether to disclose any or all discussions held on Item #14 in Closed Session (San Francisco Administrative Code Section 67.12 (a)).

Action: The Commission voted not to disclose any or all discussions held in Closed Session. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

Commissioner Favetti requested that the Civil Service Commission review Rule Series 200 to determine whether or not to add the language that the Commission has posted for the San Francisco Fire Department Rules with regard to fees for examinations, since currently under Rule Series 200 there is no limit on the ability to charge for promotions and other examinations.

Commissioner Favetti also requested that the San Francisco Public Utilities Commission provide a report on their procedures on resignations and any training provided to managers on that issue, and that Commission staff complete an Inspection Service review of the Public Utilities Commission's resignation procedures and records. She also suggested that Citywide departmental practices on resignations be included as a possible future subject for the Commission's audit program. Vice President Normandy requested that as part of the Inspection Service review an inquiry also be conducted into the security of the PUC's timekeeping and time tracking system.

Vice President Normandy requested that the Department of Human Resources' Report and Executive Officer's Report agenda items be expanded to include updates and reports on ongoing and old business matters of the Commission.

ADJOURNMENT (Item No. 16)

4:40 p.m.

November 4, 2013 Regular Meeting

Civil Service Commission - November 4, 2013

AGENDA

Regular Meeting

November 4, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting.

Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's

representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair

accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soft@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415)

252-3100,

fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco

Civil Service Commission

Agenda for Regular Meeting

November 4, 2013

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond

Vice President E. Dennis Normandy

Commissioner Douglas S. Chan

Commissioner Kate Favetti

Commissioner Gina Roccanova

- (2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

- (3) **APPROVAL OF MINUTES** - Action Item

Regular Meeting of October 21, 2013

Recommendation: Adopt the minutes.

- (4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

- (5) **COMMENDATIONS AGENDA**

Commendation for Mary Y. Jung for her Dedicated Service to the City and County of San Francisco as a Civil Service Commissioner from January 2008 to June 2013.

(File No. 0284-13-1) – Action Item

Recommendation: Approve and issue the commendation.

(6) **HUMAN RESOURCES DIRECTOR'S REPORT**

Updates on ongoing business.

Other reports.

(7) **EXECUTIVE OFFICER'S REPORT**

Updates on ongoing business.

Other reports.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

- (8) **Review of Request for Approval of Proposed Personal Services Contracts.**
(File No. 0283-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-13/14	Airport Commission	\$500,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. San Francisco International Airport (SFO) requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections and all additional utilities/services necessary to service the building. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	Regular	6/30/2014
4034-13/14	City Planning	\$80,000	The Planning Department is seeking proposals for a consultant to conduct a 360-degree feedback evaluation of the management of the department, and then conduct a series of focused, intensive workshops and trainings on a variety of management topics based on the results of the 360-degree evaluation.	Regular	6/30/2015

4035-13/14	Municipal Transportation Agency	\$1,500,000	The contractor will provide communications/marketing/public relations services to support the Transit Effectiveness Project (TEP) proposals and other transit improvements that are in line with agency's strategy plan of providing efficient and reliable transit service. The contractor will assist the San Francisco Municipal Transportation Agency (SFMTA) to develop a communications plan, foster public engagement, and build consensus with public officials, customers, community-based organizations and residents for the purpose of supporting TEP acceptance and implementation. Part of the work will include the development of branding for different types of SFMTA services.	Regular	10/30/2016
4036-13/14	Public Works	\$1,000,000	Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.	Regular	12/31/2018
4037-13/14	Public Works	\$400,000	Provide specialized services in Lighting Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018

4038-13/14	Public Works	\$400,000	Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
4039-13/14	Public Works	\$600,000	Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.	Regular	12/31/2018
4040-13/14	Public Works	\$400,000	Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
4041-13/14	Public Works	\$400,000	Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018

4042-13/14	Public Works	\$400,000	Provide specialized services in Professional Rendering to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert professional rendering services when our staffs are at full capacity and project schedule requires a quick turnaround. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
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Recommendation:

Adopt the report. Approve the request for proposed personal services contracts; notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Proposed Civil Service Commission Meeting Schedule for Calendar Year 2014.**(9)****(File No. 0285-13-1) – Action Item****Recommendation:**

Adopt the report.

- (10) **Department of Human Resources' Report on the Implementation of the Fire Pilot Program. (File No. 0286-13-1) – Action Item**

Recommendation: Adopt the report.

REGULAR AGENDA

- (11) **Appeal by Clarence Lee of the San Francisco Municipal Transportation Agency's Decision to Close his Discrimination Complaint due to Insufficient Evidence, EEO File #10637. (File No. 0243-13-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Clarence Lee.

- (12) **Appeal by Michelle Guiral of the Human Resources Director's Decision to Close her Sexual Harassment Complaint, EEO File #1640. (File No. 0163-12-6) – Action Item**

January 7, 2013

Tie vote on motion to sustain the determination of the Human Resources Director; Commissioners Favetti and Heldfond voted in favor of the motion, Commissioners Normandy and Jung voted against the motion. (Three (3) votes are needed for Commission action.)

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michelle Guiral.

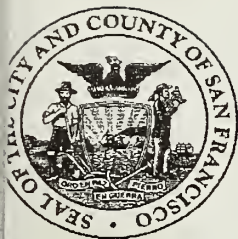
SEPARATIONS AGENDA

- (13) **Request for Hearing by Anthony Aguilar on his Future Employment Restrictions with the City and County of San Francisco. (File No. 0269-11-7) – Action Item**

Recommendation: Adopt the report. Deny the appeal by Anthony Aguilar.

- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (15) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting November 4, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

NICOLE C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Rocanova	Present

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President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of October 21, 2013.

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Sandra Eng, Assistant Executive Officer, announced that the appellant for Agenda Item #12 (Appeal by Michelle Guiral of the Human Resources Director's Decision to Close her Sexual Harassment Complaint, EEO File #1640) had requested a second postponement; and that the Executive Officer did not grant the request but informed the appellant that she may direct the request to the Commission. The appellant's representative informed the Commission that they were prepared to present on the appeal.

COMMENDATIONS AGENDA**0284-13-1 Commendation for Mary Y. Jung for her Dedicated Service to the City and County of San Francisco as a Civil Service Commissioner from January 2008 to June 2013.
(Item No. 5)**

Action: Approved and issued the commendation. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan, Human Resources Director, announced the Department of Human Resources' recent launch of the Leadership Development Program for city managers.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

Sandra Eng, Assistant Executive Officer, announced that the City had launched the Personal Services Contracts Database on Friday, October 25, 2013; and that the Executive Officer had formally issued the Commission's updated Policy and Procedures on Personal Services Contracts (approved in May 2013) that same date as well.

**0283-13-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-13/14	Airport Commission	\$500,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. San Francisco International Airport (SFO) requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections and all additional utilities/services necessary to service the building. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	Regular	6/30/2014
4034-13/14	City Planning	\$80,000	The Planning Department is seeking proposals for a consultant to conduct a 360-degree feedback evaluation of the management of the department, and then conduct a series of focused, intensive workshops and trainings on a variety of management topics based on the results of the 360-degree evaluation.	Regular	6/30/2015
4035-13/14	Municipal Transportation Agency	\$1,500,000	The contractor will provide communications/marketing/public relations services to support the Transit Effectiveness Project (TEP) proposals and other transit improvements that are in line with agency's strategy plan of providing efficient and reliable transit service. The contractor will assist the San Francisco Municipal Transportation Agency (SFMTA) to develop a communications plan, foster public engagement, and build consensus with public officials, customers, community-based organizations and residents for the purpose of supporting TEP acceptance and implementation. Part of the work will include the development of branding for different types of SFMTA services.	Regular	10/30/2016

Civil Service Commission Meeting Minutes

Regular Meeting of November 4, 2013

4036-13/14	Public Works	\$1,000,000	Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.	Regular	12/31/2018
4037-13/14	Public Works	\$400,000	Provide specialized services in Lighting Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
4038-13/14	Public Works	\$400,000	Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
4039-13/14	Public Works	\$600,000	Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.	Regular	12/31/2018
4040-13/14	Public Works	\$400,000	Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
4041-13/14	Public Works	\$400,000	Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018
4042-13/14	Public Works	\$400,000	Provide specialized services in Professional Rendering to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert professional rendering services when our staffs are at full capacity and project schedule requires a quick turnaround. The City intends to award two (2) contracts for \$200,000 each.	Regular	12/31/2018

Disclosure: Commissioner Chan disclosed that his spouse works for the Bureau of Architecture and requested to be recused from voting on PSC numbers 4036-13/14 through 4042-13/14.

Speakers: Teresa Lopez and Mark Costanzo, San Francisco International Airport, spoke on PSC# 4033-13/14.
Keith DeMartini, San Francisco Planning Department and Donna Kotake, Department of Human Resources, spoke on PSC# 4034-13/14.
Mark Dorian, Department of Public Works, spoke on PSC numbers 4036-13/14 through 4042-13/14.

Action:

- 1) Commissioner Chan was recused from voting on PSC numbers 4036-13/14 through 4042-13/14. (Vote of 5 to 0)
- 2) Approved PSC numbers 4036-13/14 through 4042-13/14 with the condition that Mark Dorian forwards to Commission staff the documentation confirming IFPTE Local 21's agreement. (Vote of 4 to 0)

- 3) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0285-13-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2014. (Item No. 9)

Speakers: Sandra Eng, Assistant Executive Officer

Action: Adopted the report. (Vote of 5 to 0)

0286-13-1 Department of Human Resources' Report on the Implementation of the Fire Pilot Program. (Item No. 10)

Speakers: Dave Johnson, Department of Human Resources

Action: Adopted the report. (Vote of 5 to 0)

0243-13-6 Appeal by Clarence Lee of the San Francisco Municipal Transportation Agency's Decision to Close his Discrimination Complaint due to Insufficient Evidence, EEO File #10637. (Item No. 11)

Speakers: Rod Goree, San Francisco Municipal Transportation Agency
Clarence Lee, Appellant

Action: Adopted the report. Sustained the decision of the Director of Transportation; denied the appeal by Clarence Lee. (Vote of 5 to 0)

0163-12-6 Appeal by Michelle Guiral of the Human Resources Director's Decision to Close her Sexual Harassment Complaint, EEO File #1640. (Item No. 12)

January 7, 2013: Tie vote on motion to sustain the determination of the Human Resources Director; Commissioners Favetti and Heldfond voted in favor of the motion, Commissioners Normandy and Jung voted against the motion. (Three (3) votes are needed for Commission action.)

Disclosure: Commissioner Roccanova disclosed that she has a social relationship with Rebecca Katz, Director of Animal Care & Control. Commissioner Roccanova indicated that she did not believe that the relationship would impact her objectivity on the matter, but asked that any individuals who have an objection to her continued participation in hearing the matter to so notify the Commission. (There was no objection to Commissioner Roccanova's continued participation.)

Speakers: Diana Garcia, Department of Human Resources
Heidi Machen, Appellant's Attorney
Michelle Guiral, Appellant
Janie White, Department of Human Resources

Action: Adopted the report. Sustained the decision of the Human Resources

Director; denied the appeal by Michelle Guiral. (Vote of 4 to 1; Vice President Normandy dissented.)

0269-11-7 Request for Hearing by Anthony Aguilar on his Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

Disclosure: Commissioner Roccanova disclosed that she had advised the Treasurer & Tax Collector's Office on this particular matter in her former position as Deputy City Attorney, and requested to be recused from voting on the matter.

Speakers: None. Anthony Aguilar failed to appear.

Action: 1) Commissioner Roccanova was recused from voting on the matter. (Vote of 5 to 0)
2) Adopted the report. Denied the appeal by Anthony Aguilar. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

Commissioner Favetti requested a follow-up report from the Treasurer & Tax Collector's Office regarding actions that may be taken, and any training that may be given, to improve the workforce environment and the communications between employees. Vice President Normandy supported the request, noting that the Civil Service Commission has a responsibility to protect all employees of the City and County of San Francisco.

Vice President Normandy requested Commission staff to deliver the commendation to Commissioner Jung, with the Civil Service Commission's best regards and best wishes.

ADJOURNMENT (Item No. 15)

3:42 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA
Regular Meeting
November 18, 2013

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

113
COTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

ANA M. ROCCANOVA
COMMISSIONER

NIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

Civil Service Commission Meeting Agenda

Regular Meeting of November 18, 2013

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 18, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Rocanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of November 4, 2013

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Updates on ongoing business.

Other reports.

(6) EXECUTIVE OFFICER'S REPORT

Updates on ongoing business.

Other reports.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0283-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018
4043-13/14	Assessor	\$3,000,000	The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.	Regular	3/31/2019
4044-13/14	Environment	\$35,000,000	Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.	Regular	6/30/2020
4045-13/14	Public Utilities Commission	\$175,000	SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CaDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.	Regular	10/31/2015
4046-13/14	Recreation & Park Commission	\$1,200,000	Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.	Regular	10/20/2018

Civil Service Commission Meeting Agenda

Regular Meeting of November 18, 2013

4047-13/14	Municipal Transportation Agency	\$200,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	Regular	11/30/2015
4048-13/14	Municipal Transportation Agency	\$500,000	The Contractor will work collaboratively with the San Francisco Municipal Transportation Agency's (SFMTA) office staff, front-line employees, and the public to provide analytical support for evaluations that require surveying. Projects may include, but are not limited to, the following: 1) assessing the impact of All-Door Boarding on fare compliance rates; 2) evaluating the impacts of the Free Muni for Youth Pilot Program; 3) refining customer and employee satisfaction survey methodology; and 4) general public surveying as needed.	Regular	12/1/2018
4049-13/14	Municipal Transportation Agency	\$7,200,000	The contractor will provide dental, vision and possibly disability benefits to qualifying San Francisco taxi drivers. The contractor will also administer the benefits program and ensure timely claim, accounting and reporting services. The contractor will provide oversight on the plan and providers to establish and maintain benefit plans for qualified participants. The contractor will provide these benefits at a group rate that the taxi drivers are unable to obtain from their associated taxi companies.	Regular	1/31/2023
4050-13/14	General Services Agency	\$150,000	Advising City management through highly specialized equipment surveys, analysis, cost estimates, and expert consultant reports for planned elevator and escalator repairs, modernization, upgrades, and equipment maintenance planning of existing vertical transportation equipment at City-owned and/or operated facilities.	Regular	11/30/2016
4051-13/14	Dept. of Technology	\$250,000	The City is purchasing mainframe equipment to replicate the information on the City's current mainframe equipment currently installed at 200 Paul, so that in the event of a disaster, natural or otherwise, the information from the mainframe is accessible and current. The City is seeking a vendor to install mainframe equipment, for the City's Disaster Recovery/Business Continuity project that are proprietary to the manufacturer and if installed by any other vendor would void the warranty of the equipment.	Regular	11/18/2014
4052-13/14	Dept. of Technology	\$500,000	The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).	Regular	11/18/2014
4078-09/10	Public Utilities Commission	Current Approved Amount \$1,000,000 Increase Amount Requested \$0 New Total Amount Requested \$1,000,000	The main purpose of this contract is to provide as-needed professional services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	Modification	6/30/2016

Recommendation: Adopt the report. Approve the request for proposed personal services contracts; notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0291-13-1) – Action Item**

Recommendation: Adopt the report.

REGULAR AGENDA

- (9) **Civil Service Commission's Annual Planning Calendar of Required Reports. (File No. 0297-13-1) – Action Item.**

Recommendation: Adopt the Executive Officer's report. Approve the Civil Service Commission's Annual Planning Calendar of Required Reports.

- (10) **Proposed Amendments to Civil Service Rule Series 004 – Administration. (File No. 0278-13-5) – Action Item.**

October 21, 2013: Adopted the Executive Officer's report; Directed the Executive Officer to post the proposed Rule revisions for adoption.

Recommendation: Adopt the Executive Officer's report. Adopt the changes to Civil Service Rules Series 004 – Administration.

- (11) **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.5.2 – Examination without Charge. (File No. 0233-13-5) – Action Item**

August 19, 2013: The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

October 7, 2013: Accepted the report. Directed the Executive Officer to post the proposed rule change as specified by Commissioner Favetti for meet and confer with the Commissioners' comments used for guidance in negotiating the contract and implementing the program.

Recommendation: Adopt the Executive Officer's report. Adopt the changes to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III 311.5.2 – Examination without Charge, as recommended by the Executive Officer.

- (12) **Proposal to Amend the Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211, Examinations.**
(File No. 0298-13-5) – Possible Action Item

Recommendation: Adopt the Executive Officer's report. Direct the Executive Officer to post the proposed revisions to Civil Service Rule 211–Examinations in accordance with the Charter and Civil Service Rules.

SEPARATIONS AGENDA

- (13) **Appeal by Amma Donkor of her Future Employment Restrictions with the City and County of San Francisco. (File No. 0050-13-7) – Action Item**

Recommendation: Adopt the report. Deny the appeal by Amma Donkor of her Future Employment with the City and County of San Francisco.

- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (15) **ADJOURNMENT**

November 18, 2013 Regular Meeting

Civil Service Commission - November 18, 2013

MINUTES

Regular Meeting

November 18, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

DEC - 2 2014

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present

Commissioner Gina Roccanova

Present

President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Although the Civil Service Commission granted her request to postpone her appeal hearing to a future meeting date, Sonia Knudsen wanted the Commission to know that she did not feel that she had received a copy of the department's staff report or notice of the meeting on her appeal in time to review the materials and prepare a response for the meeting.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 4, 2013.

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer, announced two changes under Agenda Item #7, Review of Request for Approval of Proposed Personal Services Contracts: first, review of Personal Service Contract #4025-13/14 was postponed to the Commission meeting of December 2, 2013 at the request of Public Utilities Commission; and second,

Department of the Environment withdrew its request for approval of Personal Service Contract #4044-13/14.

Ms. Johnston also announced that the Viewing Binder was temporary unavailable but that Commission staff could make it available upon request; and she reminded the public that all meeting materials are available on the Civil Service Commission's website in advance of, and for at least two weeks after, each Commission meeting.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, announced that all supervisors and managers are required to take the City's mandatory sexual harassment training by the end of December and that five hundred individuals have already taken it. Ms. Callahan also noted that the training has been expanded to include illegal harassment and transgender issues.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer, announced the Commission staff has brand new computer monitors thanks to the City's PC Refresh Program, which is coordinated through the Controller's Office, the Department of Technology and Mayor's office. Ms. Johnston also announced that two other items will be provided to the Commission at its second meeting of December: the five-year resetting of salaries for the members of the Board of Supervisors pursuant to the Charter; and a report on the upcoming budget instructions from the Mayor's Office.

0283-13-8 **Review of Request for Approval of Proposed Personal Services Contracts.**
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018
4043-13/14	Assessor	\$3,000,000	The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.	Regular	3/31/2019

4044-13/14	Environment	\$35,000,000	Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.	Regular	6/30/2020
4045-13/14	Public Utilities Commission	\$175,000	SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CaDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.	Regular	10/31/2015
4046-13/14	Recreation & Park Commission	\$1,200,000	Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.	Regular	10/20/2018

4047-13/14	Municipal Transportation Agency	\$200,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	Regular	11/30/2015
4048-13/14	Municipal Transportation Agency	\$500,000	The Contractor will work collaboratively with the San Francisco Municipal Transportation Agency's (SFMTA) office staff, front-line employees, and the public to provide analytical support for evaluations that require surveying. Projects may include, but are not limited to, the following: 1) assessing the impact of All-Door Boarding on fare compliance rates; 2) evaluating the impacts of the Free Muni for Youth Pilot Program; 3) refining customer and employee satisfaction survey methodology; and 4) general public surveying as needed.	Regular	12/1/2018
4049-13/14	Municipal Transportation Agency	\$7,200,000	The contractor will provide dental, vision and possibly disability benefits to qualifying San Francisco taxi drivers. The contractor will also administer the benefits program and ensure timely claim, accounting and reporting services. The contractor will provide oversight on the plan and providers to establish and maintain benefit plans for qualified participants. The contractor will provide these benefits at a group rate that the taxi drivers are unable to obtain from their associated taxi companies.	Regular	1/31/2023

4050-13/14	General Services Agency	\$150,000	Advising City management through highly specialized equipment surveys, analysis, cost estimates, and expert consultant reports for planned elevator and escalator repairs, modernization, upgrades, and equipment maintenance planning of existing vertical transportation equipment at City-owned and/or operated facilities.	Regular	11/30/2016
4051-13/14	Dept. of Technology	\$250,000	The City is purchasing mainframe equipment to replicate the information on the City's current mainframe equipment currently installed at 200 Paul, so that in the event of a disaster, natural or otherwise, the information from the mainframe is accessible and current. The City is seeking a vendor to install mainframe equipment, for the City's Disaster Recovery/Business Continuity project that are proprietary to the manufacturer and if installed by any other vendor would void the warranty of the equipment.	Regular	11/18/2014
4052-13/14	Dept. of Technology	\$500,000	The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).	Regular	11/18/2014

4078-09/10	Public Utilities Commission	Current Approved Amount	The main purpose of this contract is to provide as-needed professional services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	Modi- fication	6/30/2016
		\$1,000,000			
		Increase Amount Requested			
		\$0			
		New Total Amount Requested			
		\$1,000,000			

Speakers:

Allison Magee, Office of the Assessor-Recorder, spoke on PSC #4043-13/14.

Samantha Roberts, Municipal Transportation Agency, spoke on PSC #4049-13/14.

Notes:

PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission. The Department of the Environment withdrew its request for approval of PSC #4043-13/14.

1) Approved PSC #4049-13/14, but for a period of five years only, and with the following conditions: that the Municipal Transportation Agency report back to the Commission before the contract is signed; and that the Municipal Transportation Agency provide a follow-up status report in two years. (Vote of 5 to 0)

Action:

2) Adopted the report. Approved the request for all remaining proposed personal services contracts (PSC #4043-13/14, PSC numbers 4045-13/14 through 4048-13/14, PSC numbers 4050-13/14 through 4052-13/14, and PSC #4078-09/10); notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0291-13-1

Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 8)

Speakers: None.

Action: Adopted the report. (Vote of 5 to 0)

0297-13-1

Civil Service Commission's Annual Planning Calendar of Required Reports.

(Item No. 9)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Approved the Civil Service Commission's Annual Planning Calendar of Required Reports.

(Vote of 5 to 0)

0278-13-5

Proposed Amendments to Civil Service Rule Series 004 – Administration.

(Item No. 10)

October 21, 2013: Adopted the Executive Officer's report; Directed the Executive Officer to post the proposed Rule revisions for adoption.

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Adopted the changes to Civil Service Rules Series 004 – Administration. (Vote of 5 to 0)

0233-13-5

Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.5.2 – Examination without Charge. (Item No. 11)

August 19, 2013: The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

October 7, 2013: Accepted the report. Directed the Executive Officer to post the proposed rule change as specified by Commissioner Favetti for meet and confer with the Commissioners' comments used for guidance in negotiating the contract and implementing the program.

Speakers: Jennifer Johnston, Executive Officer

Kim Carter, Local 21

Action: Adopted the Executive Officer's report. Adopted the changes to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III 311.5.2 – Examination without Charge, as recommended by the Executive Officer. (Vote of 5 to 0)

0298-13-5

Proposal to Amend the Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211, Examinations. (Item No. 12)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Directed the Executive Officer to post the proposed revisions to Civil Service Rule 211–Examinations in accordance with the Charter and Civil Service Rules.

(Vote of 4 to 1; Commissioner Rocanova dissented.)

0050-13-7

Appeal by Amma Donkor of her Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

Speakers: Willie Rameriz, Department of Public Health

Madonna Valencia, Department of Public Health

Amma Donkor, Appellant

Edmond Larry Juicy, Tenants' Advocate

George Donkor, Appellant's Spouse

Action: Adopted the report. Denied the appeal by Amma Donkor of her Future Employment with the City and County of San Francisco.

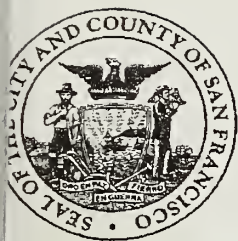
(Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

Commissioner Favetti requested information on how the Department of Human Resources posts and distributes exam announcements and eligible lists, and how it recruits to increase diversity. Commissioner Favetti also requested an electronic copy of, or a link to, all examination announcements.

ADJOURNMENT (Item No. 15)

3:20 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

COTT R. HELDFOND
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

NA M. ROCCANOVA
COMMISSIONER

NIFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA Regular Meeting December 2, 2013

GOVERNMENT
DOCUMENTS DEPT

NOV 27 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Monday, December 16, 2013 at 11:30 a.m. at O3 Bistro (located at 524 Van Ness Ave). No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon.

For more information, please contact the Commission's Executive Officer.

Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

Civil Service Commission Meeting Agenda

Regular Meeting of December 2, 2013

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 2, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of November 18, 2013

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Updates on ongoing business.

Other reports.

(6) EXECUTIVE OFFICER'S REPORT

Updates on ongoing business.

Other reports.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0313-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4053-13/14	Municipal Transportation Agency	\$24,700,000	The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. The contract duration is a result of working within the scope of service of the larger construction contract. The development portion of the work is within the first two years with the implementation and testing phase to be done in the last 18 months prior to start of revenue services.	Regular	12/31/2018
44422-13/14	Airport Commission	\$3,000,000.00	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	Regular	1/31/2019
43208-13/14	Airport Commission	\$16,000,000.00	Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.	Regular	12/1/2018
49930-13/14	Airport Commission	\$8,000,000.00	Contractor will provide program management support services for the San Francisco International Airport's (SFO) multi-year phased Consolidated Administration Campus (CAC) Program, including but not limited to: program planning (development of a design guideline, master plan redevelopment, market analysis, reporting, scheduling/phasing and budgeting); design management; document control (including contracts management); and constructability review.	Regular	12/31/2021

Civil Service Commission Meeting Agenda

Regular Meeting of December 2, 2013

4125-11/12	Sheriff	Current Approved Amount \$1,150,000 Increase Amount Requested \$0 New Total Amount Requested \$1,150,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	Modification	3/31/2014
4026-06/07	Controller	Current Approved Amount \$1,035,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,535,000	In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.	Modification	01/31/2016
3071-12/13	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$103,100 New Total Amount Requested \$153,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A16-member Citizen Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the City, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.	Modification	06/30/2015
3092-12/13	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$250,100 New Total Amount Requested \$300,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impact on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts are commensurate with the negotiation process with the developer.	Modification	06/30/2015

Recommendation: Adopt the report. Approve the request for proposed personal services contracts; notify the Office of the Controller and the Office of Contract Administration.

(8) Review of Request for Approval of Proposed Personal Services Contract Number 4025-13/14. (File No. 0314-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018

November 18, 2013: PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission.

Recommendation: Adopt the report; Approve the request for PSC #4025-13/14. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (9) **Annual Report on Anticipated and Actual Numbers and Classifications of "Promotive Only" Examinations at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0315-13-1) – Action Item**

Recommendation: Accept the report.

- (10) **Department of Human Resources' Future Employment Restrictions Report – January through June 2013. (File 0316-13-1) – Action Item**

Recommendation: Accept the report.

CLOSED SESSION AGENDA

- (11) **Public comment on all matters pertaining to Items #12 through #16.**

- (12) **Vote on whether to hold Item #14 in Closed Session—Action Item.**

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- (13) **Vote on whether to hold Item #15 in Closed Session—Action Item.**

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- (14) **Closed Session – Appeal by Frank Lee of the Human Resources Director's Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race, Ethnicity and Retaliation. (File No. 0334-10-6) – Action Item**

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

- (15) **Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race and Retaliation. (File No. 0355-10-6) - Action Item**

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in
closed session. (Vote of 4 to 0)

- (16) **Reconvene in Open Session.**

- a) **Vote to elect whether to disclose any or all discussions held on Item #14 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- b) **Vote to elect whether to disclose any or all discussions held on Item #15 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

- (17) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**

December 2, 2013 Regular Meeting

Civil Service Commission - December 2, 2013

MINUTES

Regular Meeting

December 2, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:08 p.m.

ROLL CALL

President Scott R. Heldfond

Excused (Notified Absence)

Vice President E. Dennis Normandy

Present

Commissioner Douglas S. Chan

Present

Commissioner Kate Favetti

Present

Commissioner Gina Roccanova

Present

Vice President E. Dennis Normandy presided.

The Commission had a moment of silence in memory of Anita Sanchez, former Executive Officer of the Civil Service Commission.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 18, 2013

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, announced that the Department of Human Resources' Workers' Compensation Program is in the process of implementing components of SB863. Ms. Callahan also reported that the City and County of San Francisco's Workers' Compensation costs compare favorably to those of other jurisdictions throughout the state.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer, announced the upcoming semi-annual Merit System Training to be held on December 17, 2013 for City employees. She noted the growing number of managers interested in attending, and will report the total number of RSVPs at the next meeting. Ms. Johnston encouraged City employees who are interested in attending the training to contact the Civil Service Commission office for more information.

0313-13-8

Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4053-13/14	Municipal Transportation Agency	\$24,700,000	The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. The contract duration is a result of working within the scope of service of the larger construction contract. The development portion of the work is within the first two years with the implementation and testing phase to be done in the last 18 months prior to start of revenue services.	Regular	12/31/2018
44422-13/14	Airport Commission	\$3,000,000.00	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	Regular	1/31/2019

43208-13/14	Airport Commission	\$16,000,000.00	Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.	Regular	12/1/2018
49930-13/14	Airport Commission	\$8,000,000.00	Contractor will provide program management support services for the San Francisco International Airport's (SFO) multi-year phased Consolidated Administration Campus (CAC) Program, including but not limited to: program planning (development of a design guideline, master plan redevelopment, market analysis, reporting, scheduling/phasing and budgeting); design management; document control (including contracts management); and constructability review.	Regular	12/31/2021

4125-11/12	Sheriff	<p>Current Approved Amount</p> <p>\$1,150,000</p> <p>Increase Amount Requested</p> <p>\$0</p> <p>New Total Amount Requested</p> <p>\$1,150,000</p>	<p>Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.</p>	Modi- fication	3/31/2014
4026-06/07	Controller	<p>Current Approved Amount</p> <p>\$1,035,000</p> <p>Increase Amount Requested</p> <p>\$500,000</p> <p>New Total Amount Requested</p> <p>\$1,535,000</p>	<p>In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.</p>	Modi- fication	01/31/2016

3071-12/13	Economic and Workforce Development	<p>Current Approved Amount</p> <p>\$49,900</p> <p>Increase Amount Requested</p> <p>\$103,100</p> <p>New Total Amount Requested</p> <p>\$153,000</p>	<p>The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A16-member Citizen Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the City, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.</p>	Modification	06/30/2015
3092-12/13	Economic and Workforce Development	<p>Current Approved Amount</p> <p>\$49,900</p> <p>Increase Amount Requested</p> <p>\$250,100</p> <p>New Total Amount Requested</p> <p>\$300,000</p>	<p>The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impact on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts are commensurate with the negotiation process with the developer.</p>	Modification	06/30/2015

Note:

Commissioner Roccanova requested to be recused from voting on PSC numbers 3071-12/13 and 3092-12/13 in order to avoid any appearance of impropriety, since her law firm represents parties in a similar seawall lot project.

Speakers: Paul Miyamoto, San Francisco Sheriff's Department, spoke on PSC #4125-11/12.

Lily Conover and Jack Wood, Office of the Controller, spoke on PSC #4026-06/07.

- Actions:**
- 1) Commissioner Roccanova was recused from voting on PSC numbers 3071-12/13 and 3092-12/13. (Vote of 4 to 0)
 - 2) Approved PSC numbers 3071-12/13 and 3092-12/13.
(Vote of 3 to 0)
 - 3) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0314-13-8

Review of Request for Approval of Proposed Personal Services Contract Number 4025-13/14. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018
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November 18, 2013:

PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission.

Speakers:

None.

Action:

Approved the request for PSC #4025-13/14. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0315-13-1

Annual Report on Anticipated and Actual Numbers and Classifications of "Promotive Only" Examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 9)

Speakers:

None.

Action:

Accepted the report. (Vote of 4 to 0)

0316-13-1

Department of Human Resources' Future Employment Restrictions Report – January through June 2013. (Item No. 10)**Speakers:** None.**Action:** Accepted the report. (Vote of 4 to 0)**Public comment on all matters pertaining to Items #12 through #16. (Item No. 11)****Speakers:**

Inspector Frank Lee, the appellant scheduled to be heard in closed session, iterated that he has waived his right to confidentiality and requested that his item be heard in open session.

The Commission took a brief recess from 2:38 p.m. to 2:47 p.m. to allow Vice President Normandy and Executive Officer Johnston the ability to consult with the Deputy City Attorney.

Vote on whether to hold Item #14 in Closed Session—Action Item. (Item No. 12)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Note:

The Commission did not vote on whether to hold Item #14 in closed session.

Speakers:

None.

Vote on whether to hold Item #15 in Closed Session—Action Item. (Item No. 13)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Note: The Commission did not vote on whether to hold Item # 15 in closed session.

Speakers: None.

0334-10-6 Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race, Ethnicity and Retaliation. (Item No. 14)

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

Action: The Commission voted to reschedule Item #14 to January 6, 2014, dependent upon availability of all parties, to allow Commission staff to notify the accused of the scheduled hearing and to confirm their decision not to waive their rights to confidentiality. (Vote of 4 to 0)

0355-10-6 Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race and Retaliation. (Item No. 15)

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed

session. (Vote of 4 to 0)

Action:

The Commission voted to reschedule Item #15 to January 6, 2014, dependent upon availability of all parties, to allow Commission staff to notify the accused of the scheduled hearing and to confirm their decision not to waive their rights to confidentiality. (Vote of 4 to 0)

The Civil Service Commission did not go into closed session. (Item No. 16)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

Vice President Normandy requested that the Executive Officer, in consultation with Anita Sanchez's family members, study the possibilities of a tree planting and/or bench dedication ceremony in memory of Anita.

ADJOURNMENT (Item No. 18)

The Commission adjourned at 2:56 p.m. in the memory of Anita Sanchez.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

December 6, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: PROPOSED AMENDMENTS TO CIVIL SERVICE COMMISSION
RULES APPLICABLE TO THE UNIFORMED RANKS OF THE
POLICE DEPARTMENT, VOLUME II RULE 211,
EXAMINATIONS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **December 16, 2013** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Cc: Micki Callahan, Department of Human Resources
Dave Johnson, Department of Human Resources
Donna Kotake, Department of Human Resources
John Kraus, Department of Human Resources
Martin Halloran, San Francisco Police Officers Association
Chief Greg Suhr, San Francisco Police Department
Commission File
Chron

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are normally conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA
Regular Meeting
December 16, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

CLOSED SESSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

DEC 12 2013

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

Civil Service Commission Meeting Agenda

Regular Meeting of December 16, 2013

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 16, 2013
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of December 2, 2013

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR'S REPORT

(5) **Conviction History Program Overview. (File No. 0331-13-1) – Action Item**

Recommendation: Accept the presentation.

EXECUTIVE OFFICER'S REPORT

(6) **Department's Fiscal Years 2014-15 and 2015-16 Budget Preparation Schedule.
(File No. 0335-13-1) – Action Item**

Recommendation: Adopt the Report. Direct Commission staff to prepare the Department's Fiscal Years 2014-15 and 2015-16 Budget Request at current service and staff levels, continue to negotiate amounts, present the Department's Budget Request at the Commission meeting of January 6, 2014 and incorporate changes made by the Commission up to the Budget Request submission deadline.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0333-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-13/14	Children, Youth & Families	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.	Regular	6/30/2016
4055-13/14	Public Utilities Commission	\$8,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	Regular	12/31/2021
4056-13/14	Public Library	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	Regular	6/1/2020
4057-13/14	Health Service System	\$2,250,000	As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, The Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.	Regular	6/30/2018

Civil Service Commission Meeting Agenda

Regular Meeting of December 16, 2013

4058-13/14	Municipal Transportation Agency	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	Regular	12/31/2014
4038-10/11	Police	Current Approved Amount \$700,000 Increase Amount Requested \$618,000 New Total Amount Requested \$1,318,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and upgrades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	Modification	9/1/2016
4103-09/10	Police	Current Approved Amount \$210,000 Increase Amount Requested \$34,000 New Total Amount Requested \$244,000	To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.	Modification	6/30/2016
4096-05/06	Public Health	Current Approved Amount \$1,310,000 Increase Amount Requested \$812,500 New Total Amount Requested \$2,122,500	Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA) - approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.	Modification	6/30/2019
4105-10/11	Public Health	Current Approved Amount \$6,200,00 Increase Amount Requested \$3,790,000 New Total Amount Requested \$9,990,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	Modification	12/31/2016

Recommendation: Adopt the report. Approve the request for proposed personal services contracts; notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

(8) **Department of Human Resources' 2013 Workforce Utilization Analysis Report. (File No. 0334-13-1) -- Action Item**

Recommendation: Accept the report.

REGULAR AGENDA

- (9) **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211 – Examinations.**
(File No. 0298-13-5) – Action Item

November 18, 2013: Adopted the Executive Officer's report. Directed the Executive Officer to post the proposed revisions to Civil Service Rule 211–Examinations in accordance with the Charter and Civil Service Rules.
(Vote of 4 to 1; Commissioner Roccanova dissented.)

Recommendation: Adopt the Executive Officer's report. Adopt the proposed amendments to Civil Service Rule Series 211, Examinations.

- (10) **Preliminary Work Plan: Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2014 through June 30, 2019, In Accordance with Charter Section 2.100. (File No. 0332-13-1) – Action Item**

Recommendation: Adopt the report.

SEPARATIONS AGENDA

- (11) **Request for hearing by Marcus Campos on his Future Employment Restrictions with the Department of Public Health. (File No.0233-13-7) – Action Item**

Recommendation: Adopt the report. Deny the appeal by Marcus Campos of his Future Employment with the Department of Public Health.

- (12) **Request for Hearing by Lock Kwan on his Future Employment Restrictions with the City and County of San Francisco.**
(File No. 0046-12-7) – Action Item

October 21, 2013: Continued to a future meeting date to be scheduled within 60 days so that the San Francisco Public Utilities Commission and Lock Kwan may address the questions raised by the Commission. (Vote of 5 to 0)

Recommendation: Adopt the report. Deny the appeal by Lock Kwan of his Future Employment with the City and County of San Francisco.

CLOSED SESSION AGENDA

- (13) **Public comment on all matters pertaining to Items #14 through #18.**

- (14) **Vote on whether to hold Item #16 in Closed Session – Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))

- (15) **Vote on whether to hold Item #17 in Closed Session – Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))
- (16) **Closed Session – Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department.**
(File No. 0205-13-4) – Action Item
- October 7, 2013: Postponed to a future meeting when the matter may be heard in Closed Session.
- Recommendation:** Adopt the report; deny the appeal by Jason Cardoza.
- (17) **Closed Session – Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the San Francisco Police Department.**
(File No. 0185-13-4) – Action Item
- October 7, 2013: Postponed to a future meeting when the matter may be heard in Closed Session.
- Recommendation:** Adopt the report; deny the appeal by Aaron Lampkin.
- (18) **Reconvene in Open Session.**
- a) **Vote to elect whether to disclose any or all discussions held on Item #16 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- b) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- (19) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (20) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
December 16, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 2, 2013

Action: Adopted the minutes. (Vote of 5 of 0)

ANNOUNCEMENTS (Item No.4)

President Heldfond took a moment to wish everyone a Happy Holiday season and a Happy New Year. He noted that 2013 was an eventful year, and highlighted those of particular note. President Heldfond concluded his comments by thanking all City employees and union representatives, and indicated that he looks forward to working with them next year.

DOCUMENTS DEPT

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HUMAN RESOURCES DIRECTOR'S REPORT**0331-13-1 Conviction History Program Overview. (Item No. 5)**

Speakers: Ted Yamasaki, Department of Human Resources
Derek Kim, Municipal Transportation Agency

Action: Accepted the presentation. (Vote 5 to 0)

EXECUTIVE OFFICER'S REPORT**0335-13-1 Department's Fiscal Years 2014-15 and 2015-16 Budget Preparation Schedule. (Item No. 6)**

Speakers: Sandra Eng, Civil Service Commission

Action: Adopted the Report. Directed Commission staff to prepare the Department's Fiscal Years 2014-15 and 2015-16 Budget Request at anticipated (rather than at current) service and staff levels. (Vote of 5 to 0)

0333-13-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-13/14	Children, Youth & Families	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.	Regular	6/30/2016
4055-13/14	Public Utilities Commission	\$8,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	Regular	12/31/2021
4056-13/14	Public Library	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	Regular	6/1/2020

Civil Service Commission Meeting Minutes

Regular Meeting of December 16, 2013

4057-13/14	Health Service System	\$2,250,000	As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, The Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.	Regular	6/30/2018
4058-13/14	Municipal Transportation Agency	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	Regular	12/31/2014
4038-10/11	Police	Current Approved Amount \$700,000 Increase Amount Requested \$618,000 New Total Amount Requested \$1,318,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and upgrades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	Modification	9/1/2016
4103-09/10	Police	Current Approved Amount \$210,000 Increase Amount Requested \$34,000 New Total Amount Requested \$244,000	To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.	Modification	6/30/2016
4096-05/06	Public Health	Current Approved Amount \$1,310,000 Increase Amount Requested \$812,500 New Total Amount Requested \$2,122,500	Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA) - approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.	Modification	6/30/2019
4105-10/11	Public Health	Current Approved Amount \$6,200,000 Increase Amount Requested \$3,790,000 New Total Amount Requested \$9,990,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	Modification	12/31/2016

Speakers: Laura Moye, Department of Children, Youth & Their Families, spoke on PSC #4054-13/14.
Kofo Domingo and Kay Fernandez, Public Utilities Commission, spoke on PSC #4055-13/14.
Donna Marion and Laura Lent, San Francisco Public Library, spoke on PSC #4056-13/14.

Pamela Levin and Rosemary Passantino, Health Service System, spoke on PSC # 4057-13/14.

John Monroe, San Francisco Police Department, spoke on PSC #4103-09/10.

- Action:**
- 1) Approved PSC #4054-13/14, subject to the Department of Children, Youth & Their Families agreeing to confer with its legal counsel on whether there are any potential risks related to the employment status of the youth interns. (Vote of 5 to 0)
 - 2) Approved PSC # 4055-13/14, on condition that there be an educational/training component for City employees included in the contract, and that the PUC report back to the Commission in three (3) years on the progress of the contract. (Vote of 5 to 0)
 - 3) PSC # 4056-13/14 was postponed to the meeting of January 6, 2014 so that the San Francisco Public Library can reevaluate its submission and work with the Executive Officer to address the questions and concerns raised by the Commission regarding training for City employees. (Vote of 5 to 0)
 - 4) PSC # 4057-13/14 postponed to the meeting of January 6, 2014 so that the Health Service System can obtain clarification as to the legal advice the department received from the Deputy City Attorney. (Vote of 5 to 0)
 - 5) PSC # 4103-09/10 postponed to January 6, 2014 so that the San Francisco Police Department can notify SEIU, Local 1021. (Vote of 5 to 0)
 - 6) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0334-13-1 Department of Human Resources' 2013 Workforce Utilization Analysis Report. (Item No. 8)

Speakers: None.

Action: Accepted the report. (Vote of 5 to 0)

The Commission took a brief recess from 3:42 p.m. to 3:52 p.m.

0298-13-5 Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211 – Examinations. (Item No. 9)

November 18, 2013: Adopted the Executive Officer's report. Directed the Executive Officer to post the proposed revisions to Civil Service Rule 211–Examinations in accordance with the Charter and Civil Service Rules. (Vote of 4 to 1; Commissioner Roccanova dissented.)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Adopted the proposed amendments to Civil Service Rule Series 211, Examinations. (Vote of 5 to 0)

0332-13-1 Preliminary Work Plan: Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2014 through June 30, 2019, In Accordance with Charter Section 2.100. (Item No. 10)

Speakers: Luz Morganti, Civil Service Commission

Action: Adopted the report. (Vote of 5 to 0)

0233-13-7 Request for hearing by Marcus Campos on his Future Employment Restrictions with the Department of Public Health. (Item No. 11)

Speakers: Denise Fisher, Department of Public Health

Action: Adopted the report. Denied the appeal by Marcus Campos of his Future Employment with the Department of Public Health. Marcus Campos failed to appear. (Vote of 5 to 0)

0046-12-7 Request for Hearing by Lock Kwan on his Future Employment Restrictions with the City and County of San Francisco. (Item No. 12)

October 21, 2013: Continued to a future meeting date to be scheduled within 60 days so that the San Francisco Public Utilities Commission and Lock Kwan may address the questions raised by the Commission. (Vote of 5 to 0)

Speakers: Justine Hinderliter, Public Utilities Commission
Bonnie Jones, Public Utilities Commission
Brian Henderson, Public Utilities Commission
Ging Louie, IFPTE Local 21
Lock Kwan, Appellant
David Pilpel, Member of the Public

Action: Adopted the report. Denied the appeal by Lock Kwan of his Future Employment with the City and County of San Francisco. (Vote of 5 to 0)

Public comment on all matters pertaining to Items #14 through #18. (Item No. 13)

None.

Vote on whether to hold Item #16 in Closed Session – Action Item. (Item No. 14)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))

Action: The Commission voted to conduct Item # 16 in Closed Session.
(Vote of 5 to 0)

Vote on whether to hold Item #17 in Closed Session – Action Item. (Item No. 15)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))

Action: The Commission voted to conduct Item # 17 in Closed Session.
(Vote of 5 to 0)

0205-13-4 Closed Session – Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department. (Item No 16)

October 7, 2013: Postponed to a future meeting when the matter may be heard in Closed Session.

Action: Adopted the report; denied the appeal by Jason Cardoza. Jason Cardoza failed to appear. (Vote of 5 to 0)

The Closed Session on this matter started at 4:31 p.m. in City Hall Room 400. The following individuals were present for Item # 16:

Scott R. Heldfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Douglas Chan, Commissioner, Civil Service Commission
Micki Callahan, Human Resources Director
Paul Zarefsky, Deputy City Attorney
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henriquez, Civil Service Commission
Jennifer Bushman, Civil Service Commission
Sargent Walter Ware, San Francisco Police Department
Gary Barner, JD Wesson Investigator
Julie Lazar, San Francisco Police Department

0185-13-4 Closed Session – Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the San Francisco Police Department. (Item No. 17)

October 7, 2013: Postponed to a future meeting when the matter may be heard in Closed Session.

Action: Adopted the report; denied the appeal by Aaron Lampkin. Aaron Lampkin failed to appear. (Vote of 5 to 0)

The Closed Session on this matter started at 4:38 p.m. in City Hall Room 400. The following individuals were present for Item # 16:

Scott R. Heldfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Douglas Chan, Commissioner, Civil Service Commission
Micki Callahan, Human Resources Director
Paul Zarefsky, Deputy City Attorney
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Lizzette Henriquez, Civil Service Commission
Jennifer Bushman, Civil Service Commission
Sargent Walter Ware, San Francisco Police Department
Julie Lazar, San Francisco Police Department

Closed Session ended at 4:37 p.m. and reconvened in Open Session at 4:38 p.m. (Item No. 18)

- a) **Vote to elect whether to disclose any or all discussions held on Item #16 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Action: The Commission voted to disclose the vote, but not to disclose the discussions on the item during Closed Session. (Vote of 5 to 0)

- b) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Action: The Commission voted to disclose the vote, but not to disclose the discussions on the item during Closed Session. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 19)

Commissioner Favetti requested that the San Francisco Municipal Transportation Agency provide a report on their Conviction History policy and procedures. She also directed the Executive Officer to work with the Municipal Transportation Agency and the Department of Human Resources on establishing a regular annual report on their Conviction History Program.

Commissioner Favetti requested that the Inspection Service report regarding the Public Utilities Commission's resignation procedures also include a recommendation that the check-off procedures include turning off access to the department's computers.

Vice President Normandy requested that the Executive Officer arrange for a briefing on the impact of the Affordable Care Act on City employees.

ADJOURNMENT (Item No. 20)

4:46 p.m.

